



## THE PITTWATER HOUSE SCHOOLS

70 South Creek Rd, Collaroy | PO Box 244, Manly NSW 1655 | T. 02 9981 4400 | F. 02 9971 1627

### 2009 SCHOOL INFORMATION HANDBOOK

#### SECTION 1: GENERAL SCHOOL INFORMATION

##### 1. PRIVACY STATEMENT

- a. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
- b. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
- c. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
- d. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We require medical reports about pupils from time to time. If you do not consent to us obtaining this information you must advise us.
- e. The School from time to time discloses personal and sensitive information to others (sports coaches, other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, music tutors and volunteers).
- f. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of the pupil.
- g. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions personal and group achievements, results and contributions are published in School newsletters, magazines and the web site.
- h. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil or where pupils have provided information in confidence.
- i. As you may know the School, the Foundation and/or the Parents Association from time to time engage in fundraising activities. The information received from you may be used to make an appeal to you. The School will not disclose the personal information collected to third parties for their own marketing purposes without your consent.
- j. If you provide the School with the personal information of others, such as doctors or emergency contacts, you should inform them that you are disclosing that information to the School and why, and that they can access that information if they wish and that the School does not usually disclose the information to third parties.