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17<sup>th</sup> October 2012

Dear Parents/Guardians

Our preferred method of distribution of school materials is now email. We have been sending the school newsletter by this method since last term.

If you would like to receive other correspondence by email, please complete the form below and **return to the school office by 26<sup>th</sup> October 2012.**

Please complete one table for each person wishing to receive emails eg mother, father, grandparent etc. Tick the items you wish to receive and complete the email address details.

**Eldest Student's Name** ..... **Class:**.....

Name of recipient: ..... Relationship to child.....

Item	Tick	e-mail address - if all items are to go to the same address enter it only once
FEES Tax Invoice/ Statement	<input type="checkbox"/>	
Newsletters	<input type="checkbox"/>	
Class Notes and News	<input type="checkbox"/>	
General Information/Correspondence	<input type="checkbox"/>	

Name of recipient: ..... Relationship to child.....

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FEES Tax Invoice/ Statement	<input type="checkbox"/>	
Newsletters	<input type="checkbox"/>	
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FEES Tax Invoice/ Statement	<input type="checkbox"/>	
Newsletters	<input type="checkbox"/>	
Class Notes and News	<input type="checkbox"/>	
General Information/Correspondence	<input type="checkbox"/>	

**Please note that it is your responsibility to ensure that any changes to your email address are notified to the school office as soon as possible. Your email address will be stored and will not be shared without your prior permission, according to the *Standard Collection Notice* printed on the reverse of this sheet.**



## STANDARD COLLECTION NOTICE

Catholic Schools Office Diocese of Broken Bay

1. The School and the Diocese both independently and through its Schools collect 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.
2. 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.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
6. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes -
  - government departments, government agencies and statutory boards
  - the Catholic Schools Office
  - the Catholic Education Commission
  - the Diocese of Broken Bay and its parishes
  - systemic Schools within the Broken Bay Diocese and other schools
  - NSW Board of Studies and the Australian Curriculum and Reporting Authority (ACARA)
  - medical practitioners
  - people providing services to the School, including specialist visiting teachers, (sports) coaches, volunteers and counsellors

In addition personal information relating to students and parents may also be made available, in accordance with Australian government requirements, to ACARA for the purpose of publishing certain school information relating to the circumstances of parents and students on the MySchool website.

7. The School from time to time may also collect and disclose personal information about current or prospective students in accordance with the Education Act or child protection legislation.
8. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.
9. 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.
10. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.
12. The school utilises service providers to provide certain services to the school and its staff and students. The school may provide your personal information to those service providers in connection with the provision of these services. The school's email service provider stores and processes emails outside Australia.