

Standard Collection Notice

February 2026

1. Catholic Schools Broken Bay (**CSBB**) collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the school. This may be in writing, through technology systems or in the course of conversations. The primary purpose of collecting this information is to enable the school to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the school.
2. A secondary purpose of collecting information is to provide relevant marketing updates for prospective and current students. Information may be shared with trusted partners in accordance with the CSBB Privacy Policy.
3. Some of the information we collect is to satisfy the school's legal obligations. These include education, public health and child protection laws.
4. 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. This is particularly relevant when it concerns the health and safety of the student, other students and/or staff.
5. The school may disclose personal and sensitive information for educational, administrative, marketing and support purposes. This may include to:
 - other schools to facilitate the transfer of the student
 - government departments and agencies (including for policy and funding purposes)
 - Catholic Schools NSW
 - the Diocese of Broken Bay and its parishes
 - medical practitioners
 - people providing educational, support and health services to the school, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools
 - providers of specialist advisory services and assistance to the school, including in the area of human resources, child protection and students with additional needs
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN)
 - agencies and organisations to whom we are required to disclose personal information for education and research purposes
 - people providing administrative and financial services to the school
 - recipients of school publications, such as newsletters and magazines
 - anyone you authorise the school to disclose information to
 - anyone to whom the school is required or authorised to disclose the information to by law, including child protection laws.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. If you make an enrolment application to another school within CSBB, personal information provided during the application stage may be collected from, or shared with, the other school. This personal information may include health information and is used for the purpose of considering and administering the enrolment of the student within CSBB.

8. The school uses centralised information management and storage systems (**Systems**). These Systems are provided by trusted partners. Personal and sensitive information is stored with and for the purpose of providing services to the school in connection with the Systems, for administering the education of students.
9. The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia.
10. Personal information may 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. Personal information may be published in school newsletters, on our websites or school community social forums. This may include photographs and videos of student activities such as sporting events, concerts and plays, school camps and school excursions. The school will obtain permissions from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos in our promotional material or otherwise make this material available to the public.
12. 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.
13. For more information on how CSBB handles personal information, please refer to the CSBB Privacy Policy.