

St Thomas the Apostle Enrolment Form



St Thomas the Apostle is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools (MACS).

Please ensure all relevant information is attached to this Enrolment Form when submitting. Please see the Parent/Guardian/Carer documentation checklist at the end of the form.

ENROLMENT FORM

Name of student:

Address where student lives:

Current school family: YES NO

Tel:

OFFICE USE ONLY

| | | | |
|--|------------------------------------|------------------------------|--|
| Date received: | Birth certificate attached: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Enrolment date: | English as an Additional Language: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Start date: | House colour: | | |
| Student ID: | VSN: | | |
| Immunisation history statement attached: | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Visa information attached (if relevant): |
| | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |

Student Contact 1 (PARENT 1/GUARDIAN 1/CARER 1)

| | | | |
|--|---------------------|--------------------|----------------|
| Title: (Dr/Mr/Mrs/Ms) | Surname: | Given name: | |
| House Number: | Street Name: | | |
| Suburb: | State: | Postcode: | |
| Telephone: | Home: | Work: | Mobile: |
| Silent number: Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| SMS messaging: (for emergency and reminder purposes) Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| Email: | | | |
| Relationship to student: | | | |

| | | | |
|---|---|--|--|
| Government Requirement | Occupation: | What is the occupation group? <i>(select from list of occupation groups in the School Family Occupation Index)</i> | |
| Religion: <i>(include rite)</i> | | Nationality: Ethnicity if not born in Australia: | |
| Country of birth: <input type="checkbox"/> Australia <input type="checkbox"/> Other <i>(please specify):</i> | | | |
| What is the highest year of primary or secondary school Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed? <i>(Persons who have never attended secondary school, tick Year 9 or below)</i> | | | |
| Year 9 or below <input type="checkbox"/> | Year 10 or equivalent <input type="checkbox"/> | Year 11 or equivalent <input type="checkbox"/> | Year 12 or equivalent <input type="checkbox"/> |
| What is the level of the highest qualification Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed? | | | |
| No post-school qualification <input type="checkbox"/> | Certificate I to IV <i>(including trade certificate)</i> <input type="checkbox"/> | Advanced diploma/Diploma <input type="checkbox"/> | Bachelor degree or above <input type="checkbox"/> |

Student Contact 2 (PARENT 2 /GUARDIAN 2/CARER 2)

| | | | | | |
|--|---|--|---|---|------------------|
| Title: <i>(Dr/Mr/Mrs/Ms)</i> | | Surname: | | Given name: | |
| House Number: | | Street Name: | | | |
| Suburb: | | | State: | | Postcode: |
| Telephone: | Home: | | Work: | | Mobile: |
| Silent number: Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | | |
| SMS messaging: <i>(for emergency and reminder purposes)</i> Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | | |
| Email: | | | | | |
| Relationship to student: | | | | | |
| Government Requirement | Occupation: | What is the occupation group? <i>(select from list of occupation groups in the School Family Occupation Index)</i> | | | |
| Religion: <i>(include rite)</i> | | | Nationality: Ethnicity if not born in Australia: | | |
| Country of birth: | | <input type="checkbox"/> Australia | | <input type="checkbox"/> Other <i>(please specify):</i> | |
| What is the highest year of primary or secondary school Student Contact 2 (Parent 2 /Guardian 2/Carer 2) has completed? <i>(Persons who have never attended secondary school, tick Year 9 or below)</i> | | | | | |
| Year 9 or below <input type="checkbox"/> | Year 10 or equivalent <input type="checkbox"/> | Year 11 or equivalent <input type="checkbox"/> | Year 12 or equivalent <input type="checkbox"/> | | |

What is the level of the highest qualification Student Contact 2 (Parent 2/Guardian 2/Carer 2) has completed?

No post-school qualification

Certificate I to IV
(including trade certificate)

Advanced diploma/Diploma

Bachelor degree or above

STUDENT DETAILS

| | | |
|--------------------------------|----------------------------------|---|
| Surname: | Entry year (YYYY): | Entry level/grade: |
| Given name/s: | Preferred name: | |
| Date of birth: | Religion: (include rite) | |
| Male: <input type="checkbox"/> | Female: <input type="checkbox"/> | Unspecified/Indeterminate/X: <input type="checkbox"/> |

PREVIOUS SCHOOL/PRESCHOOL

Name and address of previous school/preschool:

| | | |
|---|-----------------------------|--|
| I/We give permission for the school to contact the previous school or preschool and to gather relevant reports and information to support educational planning: | No <input type="checkbox"/> | Yes <input type="checkbox"/> (If yes, please complete the Consent for Transferring Information form.) |
|---|-----------------------------|--|

NATIONALITY

| | | | |
|--|---|--|--|
| Government Requirement | Nationality: | Ethnicity: | |
| In which country was the student born? | <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify): | | |
| Is the student of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, tick 'Yes' for both) | | | |
| No <input type="checkbox"/> | Yes, Aboriginal <input type="checkbox"/> | Yes, Torres Strait Islander <input type="checkbox"/> | |
| Does the student or their student contacts (parent(s)/guardian(s)/carer(s)) speak a language other than English at home? Note: Record all languages spoken. | | | |
| | Student | Student Contact 1 (Parent1/Guardian 1/Carer1) | Student Contact 2 (Parent2/Guardian 2/Carer2) |
| No | English only <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes | Other – please specify all languages | | |

IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS*

Please tick the relevant category below and record the visa subclass number as per government requirements:

(original documents to be sighted and copies to be retained by the school)

Australian citizen not born in Australia:

Australian citizen *(Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia)*

Australian passport number:

Naturalisation certificate number:

Visa subclass recorded on entry to Australia:

Date of arrival in Australia:

Not currently an Australian citizen, please provide further details as appropriate below:

Permanent resident: *(if ticked, record the visa subclass number)*

Temporary resident: *(if ticked, record the visa subclass number)*

Other/visitor/overseas student: *(if ticked, record the visa subclass number)*

*** Please attach visa/ImmiCard/letter of notification and passport photo page**

SACRAMENTAL INFORMATION

| | | | |
|--|--------------|----------------|--|
| Baptism | Date: | Parish: | |
| Confirmation | Date: | Parish: | |
| Reconciliation | Date: | Parish: | |
| Communion | Date: | Parish: | |
| Parish where the student lives: | | | |

EMERGENCY CONTACTS – other than student contacts (PARENT/GUARDIAN/CARER)

| | |
|---------------------------------|---------------------------------|
| 1. Name: | 2. Name: |
| Relationship to student: | Relationship to student: |
| Home telephone: | Home telephone: |
| Mobile: | Mobile: |

MEDICAL INFORMATION

Doctor's name:

Telephone:

Medicare number:

Ref number:

Expiry:

Private health insurance:

Yes No

Fund:

Number:

Ambulance cover:

Yes No

Number:

Health Care Card

Yes No

Health Care Card No:

Expiry:

Medical condition:

Please specify any relevant medical conditions for the student, e.g. asthma, diabetes, anaphylaxis, and/or any medications prescribed for the student. A Medical Management Plan signed by a relevant medical practitioner (doctor/nurse) will be required for each of the medical conditions listed.

Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur.

Has the student been diagnosed as being at risk of anaphylaxis?

Yes No

If yes, does the student have an EpiPen or Anapen?

Yes No **IMMUNISATION (please attach an immunisation history statement)**

All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement (visit myGov) and provide it to the school with this enrolment form.

Immunisation history statement attached:

Yes No

If no, please provide explanation:

If the student entered Australia on a humanitarian visa, did they receive a refugee health check?

Yes No

To meet duty of care obligations and facilitate the smooth transition of your child into the school, please provide all required information. This will assist the school to implement appropriate adjustments and strategies to meet the particular needs of your child. If the information is not provided or is incomplete, incorrect or misleading, current or ongoing enrolment may be reviewed.

ADDITIONAL NEEDS

Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support? Yes No

Does your child present with:

- | | | |
|--|--|--|
| <input type="checkbox"/> autism (ASD) | <input type="checkbox"/> behavioural concerns | <input type="checkbox"/> hearing impairment |
| <input type="checkbox"/> intellectual disability/ developmental delay | <input type="checkbox"/> mental health issues | <input type="checkbox"/> oral language/communication difficulties |
| <input type="checkbox"/> ADD/ADHD | <input type="checkbox"/> acquired brain injury | <input type="checkbox"/> vision impairment |
| <input type="checkbox"/> giftedness | <input type="checkbox"/> physical impairment | <input type="checkbox"/> other condition <i>(please specify)</i> |

Has your child ever seen a:

- | | | |
|--|---|---|
| <input type="checkbox"/> paediatrician | <input type="checkbox"/> physiotherapist | <input type="checkbox"/> audiologist |
| <input type="checkbox"/> psychologist/counsellor | <input type="checkbox"/> occupational therapist | <input type="checkbox"/> speech pathologist |
| <input type="checkbox"/> psychiatrist | <input type="checkbox"/> continence nurse | <input type="checkbox"/> other specialist <i>(please specify)</i> |

Have you attached all relevant information and reports? Yes No

SIBLINGS ATTENDING A SCHOOL/PRESCHOOL

List all children in your family attending school or preschool (oldest to youngest) – include applicant:

| Name | School/preschool | Year/grade | Date of birth |
|------|------------------|------------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |

HOME CARE ARRANGEMENTS

| | |
|---|--|
| <input type="checkbox"/> Living with immediate family | <input type="checkbox"/> Out-of-home care |
| <input type="checkbox"/> Guardian/Carer | <input type="checkbox"/> Shared parenting, <i>e.g. one week with each parent:</i> Days with Parent 1/Guardian 1/Carer 1: Days with Parent 2/Guardian 2/Carer 2: |
| <input type="checkbox"/> Kinship care | <input type="checkbox"/> Other <i>(please specify)</i> |

COURT ORDERS OR PARENTING ORDERS (if applicable)

Are there any current court orders or parenting orders relating to the student? Yes No

If yes, copies of these court orders/parenting orders (e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders) must be provided.

Is there any other information you wish the school to be aware of?

FAMILY DETAILS

To whom the account for school fees and levies is sent?

| Surname | First name | Address and email | Telephone | Relationship to the student |
|---------|------------|-------------------|-----------|-----------------------------|
| | | | | |
| | | | | |

Please note that the completion, signing and lodgement of this enrolment form is a pre-requisite for consideration of the enrolment of your child at the School, however it does not guarantee enrolment. The enrolment is formalised after the Enrolment Agreement is signed, following an offer for enrolment being made by the School. Please refer to the Terms and Conditions of the Enrolment Agreement for further details and explanation of the terms and conditions that will apply to enrolment at the School, once offered and accepted.

Student Contact 1
PARENT 1/GUARDIAN 1/
CARER 1 SIGNATURE:

Date:

Student Contact 2
PARENT 2 /GUARDIAN 2/
CARER 2 SIGNATURE:

Date:

Note: The Victorian Government provides the following guidance regarding admission requirements:

Consent

The signature of:

- parent as defined in the *Family Law Act 1975*
 - Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.
- both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school
- an informal carer, with a statutory declaration. Carers:
 - may be a relative or other carer
 - have day-to-day care of the student with the student regularly living with them
 - may provide any other consent required e.g. excursions.

Notes for informal carer:

- statutory declarations apply for 12 months
- the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

PARENT/GUARDIAN/CARER DOCUMENTATION CHECKLIST

Please ensure that the following documents are attached to the Enrolment Application form (as applicable to your child):

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Birth certificate |
| <input type="checkbox"/> | Immunisation history statement |
| <input type="checkbox"/> | Baptism certificate |
| <input type="checkbox"/> | Consent to contact previous school or preschool |
| <input type="checkbox"/> | Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia |
| <input type="checkbox"/> | Visa information – visa/ImmiCard/letter of notification and passport photo page |
| <input type="checkbox"/> | Medical Management Plan signed by a relevant medical practitioner |
| <input type="checkbox"/> | All relevant information and reports concerning additional needs of your child |
| <input type="checkbox"/> | Any current court orders or parenting orders relating your child |
| <input type="checkbox"/> | Any additional information you wish the school to be aware of |

SCHOOL FEES/CAPITAL LEVY- PER FAMILY

School fees are billed per family. Statements are sent out at the beginning of each term. You can elect to pay by term, week, fortnight, month or an annual payment in Term One. Payment options are cash, cheque, credit card, EFTPOS or direct debit. For direct debit payments, please call the school office to collect a Direct Debit Request Form.

Person responsible for payment of school fees:

I/We agree to honour the financial commitments required.

Signed: _____ Signed: _____

Date: _____ Date: _____

The Education Levy charges are per child and payment is made at the beginning of the year to cover the cost of excursions, classroom materials, books, swimming lessons, and gym and dance programs where applicable.

Parents are asked to pay these levies early in the school year so that classroom materials can be purchased and programs are able to commence.

Should you have any concerns regarding the payment of school fees or levies, please make an appointment with the School Principal, David Delaney or speak with Fr Steven Rigo.

AGREEMENT- ST THOMAS THE APOSTLE PRIMARY SCHOOL, GREENSBOROUGH

1. I/We understand that if this application is successful the information that I/we have provided must be kept up to date throughout the period of enrolment.
2. If this enrolment is accepted, I/we agree to support our child's participation in the religious life of the school (eg: school liturgies, sacramental programs).
3. If this enrolment application is successful, I/we agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges.
4. I/we are not aware of any outstanding fees or charges in relation to the student applying to enroll that I/we are responsible for at another Catholic school.
5. I/we agree to comply with any policies/guidelines that may be in place at the school.

Signed : _____ Signed: _____
(Mother/Guardian) (Father/Guardian)

Date: _____ Date: _____

I/We agree to my child's photograph being used for school promotional material (i.e Leader Newspaper, school brochure etc)

Signed : _____ Signed: _____
(Mother/Guardian) (Father/Guardian)

Date: _____ Date: _____

PLEASE NOTE: ACCEPTANCE TO THIS SCHOOL DOES NOT CONSTITUTE ACCEPTANCE INTO ANY OTHER CATHOLIC SCHOOL (PRIMARY OR SECONDARY)

I/We have read all of the information in the Enrolment Package and understand the policies that we will need to abide by should this enrolment application be successful. I/We acknowledge that all information provided is accurate. I/We understand that enrolment may not be able to proceed should any information be incorrect.

Signed : _____ Signed: _____
(Mother/Guardian) (Father/Guardian)

Date: _____ Date: _____

St Thomas the Apostle complies with the requirements of the Commonwealth Privacy Act(21 December 2001). Policy may be obtained by contacting 9434 4565.

PARENTAL OCCUPATION DEFINITION

Parental Occupation is defined as the main work undertaken by the parent/guardian. If the parent/guardian has more than one job, please report the main job.

| OCCUPATION GROUP A | OCCUPATION GROUP B |
|--|---|
| <p>Senior management in large business organization, government administration and defence, and qualified professionals.</p> <p>Senior Executive/Manager/Department Head in industry, commerce, media or other large organization.</p> <p>Public Service Manager (Section Head or above), regional director, health/education/police/fire services administrator.</p> <p>Other Administrator school principal, faculty head/dean, library/museum/gallery director, reaserch faculty director.</p> <p>Defence Forces Commissioned Officer</p> <p>Professionals- generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing professional</p> <p>Business management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer</p> <p>Air/sea transport aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller</p> | <p>Other business managers, arts/media/sportspersons and associate professionals.</p> <p>Owner/Manager of farm, construction, imprt/export, wholesale, manufacturing, transport, real estate business.</p> <p>Specialist Manager finance/engineering/ production/ personnel/industrial relations/sales/marketing</p> <p>Financial Services Manager bank branch manager, finance/investment/ insurance broker</p> <p>Retail sales/Services Manager shop, petrol station, restaurant, club, hotel/motel, cinema, thatre, agency</p> <p>Arts/Media/Sports musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official.</p> <p>Associate professionals generally have diploma/technical qualifications and support managers</p> <p>Health,Education,Law,Social Welfare, Engineering, Science, Computing technician/associate professional</p> <p>Business/administration recruitment, employment, industrial relations, training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager.</p> <p>Defence Forces senior non-commissioned officer</p> |
| OCCUPATION GROUP C | OCCUPATION GROUP D |
| <p>Tradesmen/women, clerks and skilled office, sales and servie staff.</p> <p>Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</p> <p>Clerks (bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/ filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/ shipping clerk, bond clerk, customs agent, customer service clerk, admissions clerk)</p> <p>Skilled office, sales and service staff</p> <p>Office secretary, personal assistant, desktop publishing operator, switchboard operator</p> <p>Sales (company sales rep, auctioneer, insurance agent/ assessor/loss adjuster, market researcher)</p> <p>Service (aged/ disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/ supervisor)</p> | <p>Machine operators, hospitality staff, assistants, labourers and related workers.</p> <p>Drivers, mobile plant, production/processing machinery and other machinery operstors.</p> <p>Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper)</p> <p>Office assistants, sales assistants and other assistants:</p> <p>Office 9typist, word processing/data entry/ business machine opertator, receptionist, office assistant)</p> <p>Sales (sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor</p> <p>Assistant/aide (trades' assistant, school/teachers aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)</p> <p>Labourers and related workers</p> <p>Defence Forces- ranks below senior NCO not included above</p> <p>Agriculture, horticulture, forestry, fishing, mining worker (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)</p> <p>Other worker (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)</p> |

1. The School collects personal information, including sensitive information about students and parents or guardians and family members before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable the School, Catholic Education Offices and the Catholic Education Commission of Victoria Ltd (CECV) to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the School.
2. Some of the information the School collects is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
4. Health information about students (which includes information about any disability as defined by the Disability Discrimination Act 1992) is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. The School may request medical reports about students from time to time and may otherwise collect sensitive information about students and their families.
5. If any personal information requested by the School is not provided, this may affect the School's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the School.
6. The School may disclose personal and sensitive information for **administrative, educational and support purposes** (or may permit the information to be directly collected by third parties). This may include to:
 - School service providers such as the CECV, Catholic Education Offices, school governing bodies and other dioceses
 - Third party service providers that provide online educational and assessment support services or applications (apps) such as ,Class Dojo, nForma and CareMonkey which may include email and instant messaging
 - School systems, including the Integrated Catholic Online Network (ICON) and Google's 'G Suite' including Gmail. Limited personal information such as Individual Learning Plans may be collected and processed or stored by these providers in connection with these services
 - CECV and Catholic Education Offices to discharge its responsibilities under the Australian Education Regulations 2013 (Regulation) and the Australian Education Act 2013 (Cth) (AE Act) relating to students with a disability, including ongoing evaluation of funding adequacy for individual students.
 - CECV to support the training of selected staff in the use of schools' systems, such as SAS or ICON
 - another school to facilitate the transfer of a student
 - Federal and State government departments and agencies acting on behalf of the government e.g. for audit purposes

- health service providers, and 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
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority
 - people providing administrative and financial services to the School
 - anyone you authorise the School to disclose information to; and
 - anyone to whom the School is required or authorised to disclose the information to by law, including under child protection laws.
7. The school is required by the Federal Australian Education Regulation (2013) and Australian Education Act 2013 to collect and disclose certain information under the Nationally Consistent Collection Data (NCCD) on students with a disability. The school provides the required information at an individual student level to the Catholic Education Offices and the CEVN, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose on the NCCD does not explicitly identify any student.
8. Personal information collection from students is regularly disclosed to their parents or guardians.
9. The School may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia.
10. The School makes reasonable efforts to be satisfied about the protection of any personal information that may be collected, processed and stored outside Australia in connection with any cloud and third party services and will endeavour to ensure it will be located in countries with substantially similar protections as APPs.
11. When the School uses Google's G-Suite including Gmail, some personal information (usually limited to name and email address) of students, parents or guardians may be transferred, stored and processed by Google in the United States, or in any other country through which Google provides these services or where it processes and stores information. This personal information will be stored and processed by Google in accordance with Google's terms and conditions stated in the G-Suite for Education Agreement which the school entered into with Google
12. The School's Privacy Policy contains further information about its use of cloud and other third party service providers and any of their overseas locations.
13. Where personal, including sensitive information is held by a cloud computing service provider on behalf of CEVN for educational and administrative purposes, it may be stored on servers located within or outside Australia.
14. School personnel and the school's service providers, and the CECV and its service providers, may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the SAS or ICON system and ensuring its proper use.
15. The School may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
16. The School's Privacy Policy is accessible via the school website, handbook or from the School office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which the School has collected and holds. However, access may

be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, or may result in a breach of the School's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

17. The School's Privacy Policy also sets out how parents, guardians, students and their family can make a complaint if they believe the School has interfered with their privacy [and how the complaint will be handled].

18. The School may engage 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.

19. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on our intranet [and on our website]. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The School will obtain permissions from the student's parent or guardian (and from the student if appropriate) prior to publication to enable the school to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet. The school may obtain permissions annually, or as part of the enrolment process. Permissions obtained at enrolment may apply for the duration of the student's enrolment at the school unless the school is notified otherwise. Annually, the school will remind parents and guardians to notify the school if they wish to vary the permissions previously provided.

20. If you provide the School with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the School and why, that they can request access to and correction of that information if they wish and to also refer them to the School's Privacy Policy for further details about such requests and how the School otherwise handles personal information it collects and complaints it receives.

