

BRISBANE CATHOLIC EDUCATION (BCE) INFORMATION COLLECTION NOTICE

Our Lady of Lourdes Playgroup

This notice explains how Our Lady of Lourdes Primary School (**School**) handles the personal information of you and/or your child (together, 'you' or 'your'). The School is operated by Brisbane Catholic Education (**BCE**) and the BCE Office (**BCEO**). The 'Our Lady of Lourdes Playgroup' (**Playgroup**) is an initiative of the School. References to the School include BCE and the BCEO and vice versa ('us', 'we', 'our').

How and why does the School Collect Personal Information?

1. The School collects personal information about you before and during the course of any Playgroup-related activity, program or event (**Playgroup Activity**). This may be in writing, through technology systems or in the course of conversations. The types of personal information collected may include sensitive information, including health information.
2. The primary purpose of collecting personal information is to enable the provision of Playgroup Activities, exercise BCE's duty of care, and perform necessary associated administrative activities, which will enable members of the community to take part in all Playgroup Activities.
3. BCE has legal obligations which require certain information to be collected and disclosed. These include those governed by relevant education legislation, public health and child protection laws, as well as the School's duty of care to staff, students and other persons.
4. Your participation in a Playgroup Activity may be delayed or prevented if BCE cannot collect certain personal information. This is particularly so where the information is relevant to your health and safety, or the health and safety of others, including the School's students and staff.
5. If you provide BCE 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 BCE and why. They should also be informed that they can access that information if they wish and of the contents of this notice generally.

To Whom Does the School Disclose Information

6. BCE may disclose your personal and sensitive information for purposes relating to the facilitation and delivery of Playgroup Activities, care and administrative purposes, and to seek support and advice. This may include to:
 - personnel within BCEO;
 - government departments (including for policy and funding purposes);
 - the School's Archdiocese and the parish and other related church agencies/entities;
 - medical practitioners;
 - organisations involved in Playgroup Activities;
 - the third-party providers of our information management and storage systems (for the purpose of the providers providing services to the school in connection with the systems);
 - people providing other information technology services to the School (see also para 9 below);
 - people providing administrative and financial services to the School;
 - third parties to allow the School to exercise a duty of care;
 - anyone to whom BCE is required or authorised to disclose the information to by law, including child protection laws; and
 - to entities for other purposes as set out in BCE's Privacy Statement or that you authorise BCE to disclose information to.
7. School activities and news are frequently published in the School's journals, newsletters and magazines, on the School's app BCE Connect, on the School's intranet and school social media accounts or otherwise shared with the school community (current, future and past students, parents and teachers). This may include personal information

(including photographs and videos) of participants involved in Playgroup Activities.

8. The School will obtain your permission to include photographs or videos of you in its promotional material or otherwise make this material available to the public such as on the internet.
9. BCE schools use centralised information management and storage systems (**Systems**). These Systems are provided by our preferred third-party service providers. Personal information is stored with and accessible by third-party service providers for the purpose of providing services to the BCE Schools in connection with the Systems.

Overseas Storage and/or Disclosure

10. BCE schools 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 be provided to these service providers to enable them to authenticate users that access their services, and for technical support. This personal information may reside on a cloud service provider's server, which may be situated outside Australia. Further information about the school's use of online or 'cloud' service providers is contained in the School's Privacy Statement.

Fundraising

11. The School may engage in fundraising activities. Your personal information 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.

Your Rights and How to Make a Complaint

12. The BCE Privacy Statement, accessible at www.bne.catholic.edu.au, sets out how you can:
 - seek access to and correction of your personal information which the school holds; and
 - make a privacy complaint and how we will handle the complaint.

If seeking to access and/or correct your personal information, please note that 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 another or where others have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

Our privacy position

13. BCE is bound by the *Privacy Act* 1988 and the thirteen (13) Australian Privacy Principles. The BCE Privacy Statement detailing BCE's practices and procedures for the use and management of the personal and sensitive information it collects and records can be accessed on the school's website or the BCE website www.bne.catholic.edu.au. To the extent that BCE collects, uses, and discloses credit information (relating to its billing practices), BCE's Credit Reporting Statement will also apply. The Credit Reporting Statement is available at www.bne.catholic.edu.au. A hard copy of either Statement can be provided on request.

Your consent

14. If we do not obtain the personal and sensitive information referred to above, this may limit your ability to participate in Playgroup Activities offered by the School. Please sign where indicated below to confirm that BCE is authorised to collect, use, and disclose the personal and sensitive information as described above.

Our Lady of Lourdes Playgroup

Signature

Full Legal Name

Full Legal Name of Child (if applicable)

Relationship to Child (if applicable)

Date Signed

dd / mm / yyyy

Signature

Full Legal Name

Full Legal Name of Child (if applicable)

Relationship to Child (if applicable)

Date Signed

dd / mm / yyyy