

# STUDENT ENROLMENT AGREEMENT

Completion and return to the college of this *Student Enrolment Agreement* with signed consents (Enrolment Agreement Terms, Section 7 and Financial Terms, Section 8) confirms your acceptance of the school's offer of a place for the student at the school.

## 1. CONFIRMATION OF STUDENT ENROLMENT DETAILS

SURNAME

FIRST NAMES

PREFERRED FIRST NAME

MIDDLE NAME/S

ENROLMENT START DATE

YEAR LEVEL

## 2. CONFIRM THE NAMES OF THE TWO PARENTS/GUARDIANS/CARERS AS PREVIOUSLY IDENTIFIED ON YOUR APPLICATION FOR ENROLMENT FORM.

PARENT / GUARDIAN / CARER 1	PARENT / GUARDIAN / CARER 2
Mrs      Miss      Ms      Mr	Mrs      Miss      Ms      Mr
Dr      Other	Dr      Other
Surname	Surname
Given Names	Given Names
Middle Name/s	Middle Name/s
Male      Female      Unspecified	Male      Female      Unspecified
Religion	Religion
Parish	Parish
RELATIONSHIP TO STUDENT	RELATIONSHIP TO STUDENT
Mother      Father      Step-Mother	Mother      Father      Step-Mother
Step-Father      Guardian      Carer	Step-Father      Guardian      Carer
Other      Please specify	Other      Please specify
RESIDENTIAL ADDRESS	RESIDENTIAL ADDRESS
City	City
State      Post Code	State      Post Code
POSTAL ADDRESS (IF DIFFERENT FROM ABOVE):	POSTAL ADDRESS (IF DIFFERENT FROM ABOVE):
City	City
State      Post Code	State      Post Code
OCCUPATION	OCCUPATION
EMPLOYER	EMPLOYER

HOME PHONE	HOME PHONE
WORK PHONE	WORK PHONE
MOBILE PHONE	MOBILE PHONE
E-MAIL ADDRESS	E-MAIL ADDRESS
Preferred e-mail address for College Newsletter (if different from above)	

3. FOR AN EMERGENCY WHERE THE PARENT/GUARDIAN/CARER CANNOT BE CONTACTED, PLEASE GIVE DETAILS OF OTHER ADULTS (A PERSON 18 YEARS-OF-AGE OR OLDER) TO BE CONTACTED.

Priority	Name	Emergency Phone 1	Emergency Phone 2	Relationship to Student
1 <sup>st</sup>				
2 <sup>nd</sup>				
3 <sup>rd</sup>				

*Please note: Students will not be released into the custody of these or any other persons unless specifically requested by a person identified in section 2. Emergency contacts are only contacted if the school (a) cannot reach those indicated in Section 2 or (b) If those named in Section 2 are unable to collect student.*

#### 4. COLLECTION OF DATA ON PARENT BACKGROUNDS

WHAT IS THE HIGHEST YEAR OF PRIMARY OR SECONDARY SCHOOL THE PARENTS/GUARDIANS HAVE COMPLETED?

(For persons who have never attended school, mark box *Year 9 or equivalent or below*).  
Please tick the appropriate box.

	PARENT / GUARDIAN / CARER 1	PARENT / GUARDIAN / CARER 2
Year 12 or equivalent		
Year 11 or equivalent		
Year 10 or equivalent		
Year 9 or equivalent		

WHAT IS THE LEVEL OF THE HIGHEST QUALIFICATION THE PARENTS/GUARDIANS/CARER HAVE COMPLETED?

	PARENT / GUARDIAN / CARER 1	PARENT / GUARDIAN / CARER 2
Bachelor degree or above		
Advanced Diploma/Diploma		
Certificate I to IV (including trade certificate)		
No non-school qualification		

FOR THE NEXT QUESTIONS, PLEASE SELECT THE APPROPRIATE PARENTAL OCCUPATION GROUP FROM THE LIST BELOW (CONT. ON NEXT PAGE).

If you are not currently in **paid** work but have had a job in the last 12 months or have retired in the last 12 months, please use your last occupation.

If you have **not** been in **paid** work in the last **12 months**, enter '8' in the box below.

	CODE	OCCUPATION
What is the occupation group of the parent/guardian 1?		
What is the occupation group of the parent/guardian 2?		
What is the occupation group of non residing parent?		

## PARENTAL OCCUPATION GROUPS

### GROUP 1: SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATION, GOVERNMENT ADMINISTRATION AND DEFENCE, AND QUALIFIED PROFESSIONALS

- Senior executive/manager/department head in industry, commerce, media or other large organisation.
- Public service manager (Section head or above), regional director, health/education/police/fire services administrator
- Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]
- Defence Forces Commissioned Officer
- 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.
  - Health, Education, Law, Social Welfare, Engineering, Science, Computing professional
  - Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
  - Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

### GROUP 2: OTHER BUSINESS MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS

- Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]
- Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]
- Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]
- Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]
- Associate professionals generally have diploma/technical qualifications and support managers and professionals.
  - Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional
  - Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]
- Defence Forces Senior Non-Commissioned Officer

### GROUP 3: TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES AND SERVICE STAFF

- Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.
- 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 services clerk, admissions clerk]
- Skilled office, sales and service staff.
  - Office [secretary, personal assistant, desktop publishing operator, switchboard operator]
  - Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
  - Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

### GROUP 4: MACHINE OPERATORS, HOSPITALITY STAFF, ASSISTANTS, LABOURERS AND RELATED WORKERS

- Drivers, mobile plant, production/processing machinery and other machinery operators.
- Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]
- Office assistants, sales assistants and other assistants.

- Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]
- Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
- Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]
- Labourers and related workers
  - Defence Forces ranks below senior NCO not included above
  - 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]
  - Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

## 5. PARENT /GUARDIAN/CARER'S REGULAR INVOLVEMENT IN SCHOOL ACTIVITIES

Please indicate in boxes if one or both of you would like to contribute to the life of the college in any of these ways. Note that your assistance may not be required immediately in some categories.

P & F Committee Member	College Board Member
Tuckshop Assistance	Finance Committee
Extra-curricular (e.g. Sport) please specify	Offer workplace for a Work Experience location for a student
None at this time	

## 6. PHOTOGRAPHY/VIDEO/MEDIA CONSENT

Photos, video footage and work samples of students are used regularly by the school for the purpose of acknowledging the efforts of the student/school, or for promotion, marketing or advertising the school or Catholic Education.

I consent to the student being photographed or filmed for school, Catholic Education or Townsville Catholic Diocese related communication or for education purposes. I understand this may include media (e.g. television, radio, publications), school publications (e.g. newsletters, year books), online media (e.g. websites) and social media (e.g. Facebook, Instagram). I understand it is my responsibility to notify the school if I do not wish to consent to my child's photograph/video appearing in any or all of the above, or if I wish to withdraw this authorisation and consent. Please note the child's name and voice may be included with the photograph/video.

I understand the copyright of such images will be retained by the school, Townsville Catholic Education, the Diocese of Townsville or their contractors, and there will be no remuneration or compensation for the images.

YES      NO

## 7. STUDENT TRANSPORT

	Usual Mode of Transport (Bus/Walk/Car/Bicycle)	Approx. distance to and from college
To School		
From School		

## 8. ENROLMENT AGREEMENT TERMS

In this Agreement, 'Principal' includes any person from time to time acting, delegated or nominated as Principal, carrying out the duties or exercising the authority of the Principal.

1. I seek a Catholic education for the student and wish for the student to be educated in an environment that has the Gospel values and a Catholic ethos as its base. I acknowledge and support the school offering a formation that actively promotes Christian values through its Religious Education program and the rituals, liturgies, celebrations and school initiatives. I understand that the student is expected to take part in and support these faith activities; respect the Catholic religious principles and practices of the school, and failure to do so may lead to termination of enrolment.

2. While the school will use reasonable care in the delivery of educational services to the student, the school does not warrant that doing so will achieve any particular outcome in respect of the student nor does the school warrant that it can control the behaviour of other students or parents in the school community.
3. This Agreement applies for the entire duration of the student's enrolment at the school and does not constitute a series of annual or other periodic contracts.
4. I accept that the student is admitted to the school on the condition that the student will comply with the school rules, codes of behaviour, procedures and guidelines, and I will support these in the interest of the wellbeing of the whole school community. I acknowledge the role of the school as an educator and will support its educational initiatives for the student.
5. I agree that the rules, codes of behaviour, procedures and guidelines of the school, the Catholic Diocese of Townsville and Townsville Catholic Education Office are terms of the Student Enrolment Agreement and may be changed, at any time in the school's absolute discretion, by notifying me of the relevant change. On notification of the change, the changed school rule, code of behaviour, procedure or guideline will become a term of the Student Enrolment Agreement.
6. The Principal, or his or her delegate, has authority to apply whatever disciplinary measures are appropriate or necessary in relation to the conduct of the student, both inside the school and at school-related events that take place away from school. This includes behaviour that might bring the school's name into disrepute and disciplinary measures may extend to decisions to suspend/exclude/terminate the enrolment of the student for lawful cause. State legislation and the Diocesan Education Council Student Protection Policy require the school to contact State Authorities in cases of actual or suspected harm to or sexual abuse of students.
7. I accept that a positive and supportive relationship between the School and the parents/guardians/carers of the child, is a fundamental term of this Agreement. I have read and understood the Townsville Catholic Education Code of Conduct for Parents and Volunteers and will observe and perform the rights, responsibilities and principles outlined in that document, which can be found on the school website.
8. I will indemnify and keep the school indemnified against any claim, liability, loss or damage caused or contributed to by any failure of the student to observe the school rules, codes of behavior, procedures and guidelines.
9. Neither the school nor its employees will be liable for any damage, loss or theft of the student's property of any description which is at the sole risk of the student. The school does not insure against the risk of damage, loss or theft of student property.
10. I accept that during the time the student attends the school the student will live in the care and control of the student's family or such other living arrangement described in the Application for Student Enrolment and any proposed change must be promptly notified in writing to the school.
11. I have fully and accurately disclosed any information required by the school in the enrolment process. I will keep the school informed about any changes that may affect the student's school life. If the student's enrolment is to cease, I will give written notice to the school of the proposed termination of the student's enrolment at the earliest opportunity.
12. In the event of any medical or other emergency arising in which the school considers it impossible or impracticable to communicate with the parents/guardians/carers or emergency contacts, I accept and give consent to the school taking all reasonable care of my child at my cost. I acknowledge and agree that the school will not be responsible for and I will pay the costs of any medical or dental or other consultation or treatment administered to the student. The school will not be responsible directly or indirectly for any act or omission (whether negligent or otherwise) of any medical or dental practitioner or other external treatment provider attending or treating my child.
13. The consent in clause 12 above is valid at all times while the student is in the care and control of the school, including but not limited to, when the student is on campus, at school camps or attending or participating in a work experience program (including structured work placements, traineeships or apprenticeships) or sporting events, excursions, functions or other school-related activity.
14. I acknowledge that school staff will not administer any drugs or other medication (including Panadol) except as prescribed by a doctor and supplied in a container bearing a pharmacist's label stating the student's name, dosage and time/s for administration. The request for administration of the medication must be accompanied by a Medication Consent Form or letter from a parent/guardian/carer.

15. I consent to the student participating in all regular short duration (not overnight) events/activities. I understand that I will be given notice of any such activities in advance. If the student is unable to participate, I will contact the school. I accept that this consent lasts for the period the student is enrolled at the school and that, apart from being given advance notice of events/activities, no further consent need be sought by the school for the student's participation in regular short duration (not overnight) events/activities (e.g. curricular, sporting and other extra-curricular activities, conducted with the approval of the Principal, including day trips, excursions and functions.) I understand that for extended activities/excursions specific consent will be sought from us. Examples of such activities include:
- Activities lasting overnight and longer.
  - Activities involving long distance or expensive travel
  - Activities which may have higher than average inherent risk e.g. camps
  - Activities requiring payment in addition to normal school fees and charges
16. I consent to the student travelling on school and/or public transport to participate in all regular short duration (not overnight) events/activities as outlined in clause 15 above.
17. If the student has a parent who does not reside with the student, I consent and authorise the school to release any personal information about the student to that parent provided the student (having regard to the student's circumstances, age and maturity) would reasonably expect that the student's personal information would be released and disclosure of the student's personal information to that parent is otherwise lawful.
18. I acknowledge my statutory duty to ensure that the student (if the student is of compulsory school age) complies with the school's requirements about attending school at particular times, premises and places. If the student is unable to attend school as required during the education program, I will promptly notify the student's absence and the reasons for that absence and otherwise comply with the school's attendance and absentee notification procedure.
19. It is essential that the student attend school in accordance with the school's requirements about attending at particular times, premises and places unless there is a reasonable excuse for nonattendance. If the student fails to attend school and no reasonable excuse is communicated to the school, the school may:
- a. make reasonable attempts to contact the parents/guardians/carers, within a period of one month from the first date of absence of the student; and
  - b. subject to paragraph 19(a) terminate the student's enrolment at the school and the Student Enrolment Agreement by written notice to the residential address and email address (if any) of the parent/guardian/carer in the Student Enrolment Agreement.
20. The school does not have a responsibility to provide work for my child to do during a period of avoidable school absence from the school. If the absence is a result of a choice by student/parents/guardians/carers, the school may, in its absolute discretion, provide catch-up lessons or assessment. If the student is absent without good reason the student may forfeit credit for assessments missed during the student's absence.
21. I agree that the student will use computing resources connected to the internet and that the student will comply with the school's conditions of use of this resource.
22. I agree that a material breach of a fundamental term of this Agreement may result in termination of enrolment.

## 9. FINANCIAL TERMS

By signing this Student Enrolment Agreement, I/we accept the Enrolment Agreement Terms (Section 7) and the Financial Terms (Section 8). Please note that unless otherwise agreed by the School in writing, the signatories to the Student Enrolment Agreement remain primarily liable on a joint and several basis for payment of the fees, levies and charges regardless of billing instructions.

In these *Financial Terms* a reference to "school" is a reference to The Roman Catholic Trust Corporation for the Diocese of Townsville trading as Our Lady of Lourdes Catholic School, Ingham ABN 15 647 720 713.

This section records my/our financial obligations arising from the student's enrolment and attendance at the school.

### **Payment of Previous Debts to Schools in the Catholic Diocese of Townsville**

Prior to my/our acceptance of an offer of enrolment of the student at the school, I/we:

- (a) authorise the Principal to seek a clearance from any school previously attended by the student in the Catholic Diocese of Townsville to determine if school fees, levies, charges and building fund contributions have been paid in full;
- (b) if I/we have not paid, in full, school fees, levies, charges and building fund contributions to that previous school, I/we will:
  - i. pay any outstanding school fees, levies, charges and building fund contributions to the previous school; or
  - ii. enter into a repayment arrangement satisfactory to the Principal of the previous school and comply with the terms of that arrangement,

as a condition of the student commencing and continuing enrolment at the school.

### **Payment Terms**

1. As an essential term, and subject to clauses 5 and 6 below, I/we will pay, as a debt due and owing to the school, school fees, levies, charges and building fund contributions invoiced by the school to me/us at the prevailing rates set by the school from time to time.
2. Except where a direct debit facility acceptable to the school is in place, I/we will pay the school fees, levies, charges and building fund contributions within the timeframe specified on the school's invoice.
3. I/we acknowledge that my/our obligation to pay school fees, levies, charges and building fund contributions is:
  - a. without deduction, set-off or counterclaim;
  - b. effective from the date on which the student is first enrolled at the school to the date on which the student's enrolment ceases for any reason; and
  - c. does not constitute a series of annual or other periodic contracts.
4. I consent to the disclosure of my personal information to a law practice, debt recovery agency and/or location inquiry agent engaged by or on behalf of the school or to a court or tribunal, for the purpose of the school collecting or enforcing any rights of recovery of overdue payments owed:
  - a. under the Financial Terms of the Enrolment Agreement; or
  - b. otherwise in respect of the student's enrolment at the school.

### **Inability to Pay and Remissions**

5. I/we are aware that the school may provide payment remissions for families experiencing genuine financial hardship.
6. If I/we are unable to comply with my/our obligations in clauses 2 or 3 above, I/we will:
  - (a) notify the Principal of the School as soon as possible; and
  - (b) if required by the Principal (or nominee), attend an interview with the Principal (or nominee) for the purpose of the school determining any payment remission, temporary or other variation to these Financial Terms or other assistance.

### **Refunds**

7. Should the student leave the school part-way through a term or is otherwise unable to attend school for any reason, any refund of school fees, levies, charges or building fund contributions will be in the absolute discretion of the school.

### **Non-Compliance**

8. I/we acknowledge that if I/we do not comply with these Financial Terms:
  - (a) school academic reports for the student may be withheld until I/we comply; and
  - (b) the school may terminate the Enrolment Agreement and the enrolment of the student at the school after taking reasonable steps to consult with me/us.

### **Debt Collection Costs**

9. In the event that the school takes legal action (including court action) to recover school fees, levies, charges or building fund contributions, I/we will pay on a full indemnity basis, costs or fees charged to the school for such recovery by any collection agency or legal practitioner.

### **Law of the Contract**

10. I/we acknowledge that the law of Queensland applies to the Enrolment Agreement (including the Financial Terms). I/we submit to the non-exclusive jurisdiction of courts at Townsville, Queensland and waive any right I/we may have to object to that jurisdiction or forum because it is inconvenient or otherwise.



### Joint and Several Liability and Account Holders

11. I/we acknowledge that parents/guardians/carers who sign this enrolment agreement are jointly and severally liable for complying with these Financial Terms.

The Parent/Legal Guardian(s)/Additional Contact Person(s):

- agree to be Account Holder(s) and accept financial responsibility for the school fees and charges incurred for the enrolment of
- agree that this arrangement is to be in place from \_\_\_\_\_ and will apply to the fees and charges incurred from this date until the conclusion of the student's enrolment at the school/college or until a new financial arrangement is made in writing
- have read and accept the Financial Terms (above)
- undertake to pay school fees, levies and charges by the due date and understand that it is the responsibility of each Account Holder to approach the school to discuss payment options should difficulties arise meeting this obligation
- understand that as an Account Holder, additional details are to be provided as an Additional Contact Person above or as a Related Person in the Application for Enrolment form for the student (as a Parent/Legal Guardian).

**Please print out – sign this form, and return to the School.**

PARENT/GUARDIAN/CARER 1 Name ( <i>Please print in full</i> )	Signature	Date
PARENT/GUARDIAN/CARER 2 NAME Name ( <i>Please print in full</i> )	Signature	Date
PRINCIPAL / DELEGATE'S Name	Signature	Date

## 10. COLLECTION NOTICE

Townsville Catholic Education (TCE) schools and the Townsville Catholic Education Office (TCEO) collect personal information, including sensitive information, about pupils and parents or guardians before and during the course of a pupil's enrolment. This may be in writing, through technology systems or in the course of conversations.

The primary purpose of collecting this information is to enable TCEO/schools to provide schooling to pupils enrolled at TCE schools, exercise their duty of care, and perform necessary associated administrative activities, which will enable pupils to take part in all the activities of the school. Some of the information collected is to satisfy legal obligations.

Laws governing or relating to the operation of schools and TCEO require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. TCE schools may ask you to provide medical reports about pupils from time to time. Personal information collected from pupils is regularly disclosed to their parents or guardians.

A student's enrolment may be delayed or prevented if a school cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.

TCEO and schools may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:

- other schools and teachers at those schools, including a new school to facilitate the transfer of the student
- government departments



- TCEO, the Queensland Catholic Education Commission and National Catholic Education Commission, the Townsville Diocese and the local parish, other related church agencies/entities (e.g. Mary MacKillop Childcare NQ) and schools within other dioceses.
- medical practitioners
- people providing educational, support and health services to schools, including specialist visiting teachers, coaches, volunteers, counsellors and providers of learning and assessment tools
- providers of specialist advisory services and assistance to schools, 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 Testing 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 and organisations providing administrative, technology and financial services to the organisation
- a law practice, debt recovery agency and/or location inquiry agent engaged by or on behalf of the school or to a court or tribunal, for the purpose of the school collecting or enforcing any rights of recovery of overdue payments owed:
  - (a) under the Financial Terms of the Enrolment Agreement; or
  - (b) otherwise in respect of the student's enrolment at the school.
- recipients of publications, such as newsletters and magazines
- pupils' parents/carers or guardians
- anyone you authorise the organisation to disclose information to
- anyone to whom we are required or authorised to disclose the information by law, including child protection laws.

If an enrolment application is made to two (or more) schools in the same diocese, the personal information provided during the application stage may be shared between the schools, and may include health information and is used for the purpose of considering and administering the enrolment of the student.

TCEO and schools use online or 'cloud' service providers to store personal information and to provide services to schools that involve the use of personal information. This information may be stored in the 'cloud' which may be situated outside Australia. Further details are contained in the Diocesan Education Council (DEC) Privacy Policy, accessible on the TCEO and schools' websites.

The DEC Privacy Policy sets out how parents or pupils may seek access to and correction of their personal information which TCEO/schools have collected and hold. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the TCEO/school duty of care to the pupil, or where pupils have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

The DEC Privacy Policy also sets out how parents and pupils can make a complaint about a breach of the APPs and how the complaint will be handled.

TCE schools 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 a school's fundraising activities solely for that purpose. TCEO and schools will not disclose your personal information to third parties for their own marketing purposes without your consent.

On occasion, information such as academic and sporting achievements, pupil activities and similar news is published in TCEO and school newsletters and magazines, intranet, social media pages, websites or otherwise shared with the Townsville Catholic Education/school community. This may include photographs and videos of pupil activities such as sporting events, concerts, masses, assemblies, school camps and school excursions. The school will obtain permissions from the pupil's parent or guardian (and from the student if appropriate) if the school would like to include such photographs, videos or other identifying material in promotional material or otherwise make this material available to the public such as on the internet.

A school may include pupils' and pupils' parents' contact details in a class list and school directory. If you provide TCEO/schools with the personal information of others, we encourage you to inform them that you are disclosing that information to the school and why.

#### **More information**

Contact us if you would like to know more about information privacy.

18 ABBOTT STREET, INGHAM, QLD 4850

P 07 4776 2719

E [ighm@tsv.catholic.edu.au](mailto:ighm@tsv.catholic.edu.au)

[olltsv.catholic.edu.au](http://olltsv.catholic.edu.au)

