### LIST OF 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
- 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
- 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 (NCO)

#### Group 3: Tradespeople, clerks and skilled office; sales and service staff

- Tradespeople generally have completed a 4 year trade certificate, usually by apprenticeship. All tradespeople 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/refuge/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, kitchen-hand, 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
- 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, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestrylogging worker, miner, seafarer/fishing hand)
- Other worker (labourer, factory hand, storeman,
1 The school and the diocese both independently and through its schools 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 or in the course of conversations. The primary purpose of collecting this information is to enable the school to provide schooling for your son/daughter and to enable them to take part in all the activities of the school.

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 Laws governing or relating to the operation of schools require certain information to be collected. These include education, public health and child protection laws.

4 Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about your child 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 including to facilitate the transfer of a student to another school. This includes:
   - government departments, government agencies and statutory boards
   - the Catholic Schools Office
   - the Catholic Education Commission NSW
   - 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

7 Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in school newsletters, magazines and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in school newsletters, magazines and websites and for Diocesan Schools System publications and website. The school will seek parents’ permission to use student photographs in this way.

8 Parents may seek access to personal information collected about them and their son/daughter by contacting the school. Students 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 student, or where students have provided information in confidence.

9 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.

10 If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform these parties 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.

11 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 service provider may store personal information in the “cloud” which may mean that it resides on servers which are situated outside Australia. The school’s email service provider may store and process emails outside Australia.

12 The Diocesan Schools System Privacy Policy also sets out how to make a complaint about a breach of privacy and how the school will deal with such a complaint.