



## ADDITIONAL CONTACT PERSON FORM

The following additional Contact Person Details refers to any person nominated by the Parent/Legal Guardian/Caregiver as providing some degree of care, acting as an emergency contact and/or having financial responsibility.

### Confirmation of Student Enrolment Details

**Student's Full Legal Name**

*(as per Birth Certificate)*

**Student's Preferred Surname**

*(To be used only with Principal's approval)*

**Student's Preferred First Name**

*(if different from Legal First name)*

**Student's Date of Birth**

dd/mm/yyyy

**BCE Student ID** *(if known)*

**Year Level**

### Additional Contact Person's Details

**Legal Surname**

**Legal First Name**

**Other Given Names**

**Preferred Surname**

*(if different from Legal Surname)*

**Preferred First Name**

*(if different from Legal Surname)*

**Title** *(e.g. Mr/Ms/Dr)*

**Gender**

Male  Female

**Date of Birth**

dd/mm/yyyy

**Residential Address**

**Postal Address**  Same as Residential Address

Different to Residential Address

**Mobile Telephone Number**

*(Indicate best contact order)*

**Home Telephone Number**

**Work Telephone Number**

**Email Address**

**What is the relationship of this person to the student?** *(Tick one only)*

- |  |                                       |   |
|--|---------------------------------------|---|
| <input type="checkbox"/> Mother            | <input type="checkbox"/> Aunt         | <input type="checkbox"/> Step Sister                      |
| <input type="checkbox"/> Father            | <input type="checkbox"/> Uncle        | <input type="checkbox"/> Step Brother                     |
| <input type="checkbox"/> Step Mother       | <input type="checkbox"/> Niece        | <input type="checkbox"/> Foster Sister                    |
| <input type="checkbox"/> Step Father       | <input type="checkbox"/> Nephew       | <input type="checkbox"/> Foster Brother                   |
| <input type="checkbox"/> Foster Mother     | <input type="checkbox"/> Cousin       | <input type="checkbox"/> Dentist                          |
| <input type="checkbox"/> Foster Father     | <input type="checkbox"/> Friend       | <input type="checkbox"/> Legal Guardian                   |
| <input type="checkbox"/> Grandmother       | <input type="checkbox"/> Doctor       | <input type="checkbox"/> Care Provider                    |
| <input type="checkbox"/> Grandfather       | <input type="checkbox"/> Sister       | <input type="checkbox"/> Counsellor/Social Worker         |
| <input type="checkbox"/> Home Stay Parent  | <input type="checkbox"/> Brother      | <input type="checkbox"/> Agent                            |
| <input type="checkbox"/> Home Stay Sister  | <input type="checkbox"/> Half Sister  | <input type="checkbox"/> Registered Exchange Organisation |
| <input type="checkbox"/> Home Stay Brother | <input type="checkbox"/> Half Brother |   |

**Does this person perform any of the following roles in regard to the student?**

**Emergency Contact**

Yes *(indicate the priority in which this person is to be contacted e.g. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>)*

No

**Legal Guardian**

If this person is not a birth or adoptive parent, then legal documentation must be attached.

Yes

No

**Caregiver**

A person who has responsibility for the general wellbeing of a student on a day-to-day basis.

Yes

No

**Is this person to receive any of the following forms of Communication?**

**Report Cards/Progress Reports**

Yes

No

**Parent Portal Access**

Yes

No

**Newsletters**

Yes

No

**Does this person reside with the student?**

Yes

No

**Invitations**

Yes

No

**Does this person require the assistance of an interpreter?**

Yes

No

## **BRISBANE CATHOLIC EDUCATION (BCE) INFORMATION COLLECTION NOTICE**

**Information we collect:** Brisbane Catholic Education collects and records personal information, including sensitive information about students, parents/legal guardians and volunteers, before and during the course of a student's enrolment at our school. Laws governing or relating to the operation of schools require that certain information is collected. These may include Education, Public Health and Child Protection laws. We may ask you to provide medical reports about students from time to time. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the *Privacy Act (1988)*.

**Purpose of collection:** The primary purpose of collecting and recording this information is to enable the provision of a quality Catholic/Christian education. In addition, some of the information we collect and record is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care to students and parents/legal guardians. This information may also be used to perform necessary associated administrative activities, which will enable students to take part in activities at the school and for appropriate parish purposes.

**Disclosure of information:** Personal and sensitive information may be disclosed by the school for educational, administrative and support purposes to others including, but not limited to, personnel within the Brisbane Catholic Education Office, other Brisbane Catholic Education schools, other related church entities/agencies, medical practitioners, people providing services to schools, such as specialist visiting teachers and consultants, volunteers and counsellors, providers of learning and assessment tools, 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), 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 child protection laws. In addition, we may be required by law to disclose this information to government departments, both State and Federal (including for policy and funding purposes).

Personal information collected from students is regularly disclosed to their parents/guardians.

The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involves 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 server which may be situated outside Australia.

On occasions, information such as academic and sporting achievements, student activities and other news may be published in newsletters, magazines, and on the school website and school social media accounts. 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/guardian if we would like to include such photographs or videos in our promotional material or otherwise make this material available to the public such as on the internet. Parents may seek access to personal information collected about them and their son/daughter by contacting the school.

The Brisbane Catholic Education Privacy 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, 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. Any refusal will be notified in writing with reasons if appropriate. The Brisbane Catholic Education Privacy Policy also sets out how parents/guardians and students may complain about a breach of privacy and how the complaint will be handled.

The school may from time to time 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. We may include your contact details in a class list and school directory.

If you provide the school with the personal information of others, such as the student's other parents, doctors or emergency contacts, we request that you inform them that you are disclosing that information to all Brisbane Catholic Education schools and why. They should also be informed that they can access that information if they wish and that the school does not usually disclose the information to third parties.

**Our privacy position:** Brisbane Catholic Education is bound by the *Privacy Act (1988)* and has adopted the thirteen (13) Australian Privacy Principles. The Brisbane Catholic Education Privacy Policy detailing Brisbane Catholic Education'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 Brisbane Catholic Education website [www.bne.catholic.edu.au](http://www.bne.catholic.edu.au). Alternatively, a hard copy of the statement may be provided on request.

**Information required:** If we do not obtain the personal and sensitive information referred to above, we may not be able to enrol or continue to enrol your student.

**Signature of Parent/Legal Guardian/Caregiver**

**Full Legal Name**

**Relationship to Student**

**Date Signed**

**Signature of Parent/Legal Guardian/Caregiver**

**Full Legal Name**

**Relationship to Student**

**Date Signed**