

# Sharing student information with third parties

Information for parents/legal guardians

Dear Parents/Carers, ad External Parties

St Mary's Primary School Ipswich (Woodend), a school administered by Brisbane Catholic Education is seeking your consent to share personal information about your child with an external third-party individual, organisation or service provider. This letter seeks to explain how the school will use, manage and store your child's personal information and outlines your rights of consent.

In accordance with legislative privacy obligations pursuant to the *Privacy Act 1988 Cth*, BCE schools must obtain the informed consent of parents/legal guardians before completing any form/s, providing a student's personal information to, or consulting with third parties.

The school Principal will be informed of all requests for student information and has the right to review information prior to student information being provided to a third party.

Personal information may include

- Student name, date of birth and year level
- School based assessments and reports
- Observations about student behaviour, engagement and social interactions
- Information about academic progress
- Health and medical information
- Any other information related to the purpose stated on the consent form

BCE staff cannot complete any web-based, online form/s or assessments supplied by external service providers. BCE staff can only complete hard copy forms and assessments. The school is required to retain copies of all student information shared with third parties. This information will be managed confidentially and stored in accordance with BCE's Privacy Policy.

Your consent as a Legal Guardian is limited to the conditions agreed to on the form including the purpose, nature and duration of the consultation. Additional consent may be requested in the future if the purpose changes. Consent must be voluntary, and you can limit or withdraw your consent at any time. If you wish to withdraw your consent, please contact the school Principal in writing.

To assist the school in supporting the learning, wellbeing and engagement of your child, the provision of relevant information to the school, including a report if written by the third party, can assist the school in planning educational supports.

## Note: Requests for completion of restricted assessments

Unless otherwise advised by the third party, restricted assessments will be returned directly to requesting external service providers to maintain validity and to ensure information is interpreted for the purposes for which it was collected. The school will advise you if this applies.

Yours sincerely,

Mia Curtis  
Acting Principal

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This consent form authorises St Mary's Primary School Ipswich (Woodend) staff to communicate with the third parties listed below. This includes sharing personal student information to and recording personal student information from the third party/parties.

Consent may be requested for the school to

- consult with third parties (in person, by phone, online or via email)
- provide written information to third parties e.g. paediatrician letter, and/or
- complete forms and assessments provided by third parties

### Student information

|                     |  |               |                              |
|---------------------|--|---------------|------------------------------|
| Student Name:       |  | Student DOB:  |                              |
| School:             | St Mary's Primary School Ipswich (Woodend) | Year level    |                              |
| School phone number | 07 3281 1998                               | School email  | pipswich@bne.catholic.edu.au |
| Contact person      | Teacher & Learning Support Team            | Contact email | pipswich@bne.catholic.edu.au |

### Parent / Legal Guardian Consent

I/We consent to my/our child's personal information being shared between St Mary's Primary School Ipswich (Woodend) staff and the professional/s named below for the purpose/s of:

| Third party name | Organisation | Contact details |
|------------------|--------------|-----------------|
|                  |              |                 |
|                  |              |                 |
|                  |              |                 |

|   |   |
|---|---|
| Timeframe for consent                                 | Consent applies until December 31st, or up to 12 months unless withdrawn in writing prior to this date. |
| Additional information e.g., appointment/meeting date |   |

|                               |       |
|-------------------------------|-------|
| Parent/legal guardian name/s: |       |
| Signature/s:                  | Date: |