

Standard Privacy Collection Notice

How and why the College Collects Personal Information?

1. The College collects personal information about **you (students and parents / guardians)** before and during a student's enrolment at the College. This may be in writing, through technology systems or through conversations.

We may also collect personal information from third parties, such as previous schools the student has attended or government agencies. The types of personal information the College collects includes sensitive information, including health information.

2. The primary purpose of collecting personal information is to enable the College to provide schooling to students enrolled at the College, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the College.
3. The College has legal obligations which require certain information to be collected and disclosed. These include relevant education Acts, and public health and child protection laws.
4. A student's enrolment may be delayed or prevented if the College 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.
5. If you provide the College 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 the College and why.

To Whom Does the College Disclose Information

6. The College may disclose your personal and sensitive information for educational, care and administrative purposes, and to seek support and advice. This may include to:
 - Other schools and teachers at those schools, including a new school to which a student transfers to facilitate the transfer of the student.
 - Government departments (including for policy and funding purposes).
 - Medical practitioners.
 - People providing educational, support and health services to the College, including specialist visiting teachers, specialist advisors, sports coaches, volunteers, and counsellors.
 - Organisations that assist us with fundraising (see 11 below).

- 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).
 - The third-party providers of our information management and storage systems (for the purpose of providing services to the College in connection with the systems).
 - People providing other information technology services to the College (see also 10 below).
 - People providing administrative and financial services to the College.
 - Anyone you authorise the College to disclose information to; and
 - Anyone to whom the College is required or authorised to disclose the information to by law, including child protection laws.
7. Personal information collected from students is regularly disclosed to their parents / guardians.
8. College activities and news (including student achievements) are frequently published in our College publications (such as newsletters, and yearbook), on College social media accounts or on the College website.

This may include personal information (including photographs and videos) of students and parents involved in College activities such as academic and sporting events and achievements, concerts and plays, College camps and excursions. The College will obtain permissions at the time of enrolment and annually if we would like to include photographs or videos [or other identifying material] of students (or parents) in our promotional material or otherwise make this material available to the public such as on the internet.

9. The College uses centralised information management and storage systems. These systems are provided by third party service providers. Personal information is stored with and accessible by third party providers for the purpose of providing services to the College in connection with the systems and for administering the education of students.

Overseas Storage and / or Disclosure

10. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some 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 College's use of online or 'cloud' service providers is contained in the College's *Privacy Policy*.

However, the College will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the *Australian Privacy Principles* or other applicable privacy legislation.

Fundraising

11. The College 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 College'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 Complain

12. The College's *Privacy Policy*, accessible on the College's website, sets out how you can:

- Seek access to and correction of your personal information which the College holds; and
- Make a privacy complaint and how we will handle the complaint.