



STANDARD COLLECTION NOTICE

1. The School 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 discussions. The primary purpose of collecting this information is to enable the School to provide for the student's education and to enable them to take part in 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 that certain information is collected. These include, but are not limited to, 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 students from time to time.
5. At different stages of a student's schooling there may be a need to disclose personal and sensitive information to others for administrative and educational purposes, including facilitating the transfer of students to another school. This includes disclosure to other schools, government departments, medical practitioners and people providing services to the School, including visiting specialist teachers, sports coaches, music instrumental tutors, counsellors, debt collectors, uniform suppliers and volunteers.
6. 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, daily bulletins, school year book, on our website and other similar school-based publications. Our School newsletter is placed on our website fortnightly. Photographs, videos and images of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters, daily bulletins, school year books, on our website and other similar school-based publications.
7. Photographs, videos or images will only be used as part of the School's advertising and marketing activities after parental and student consent has been given.
8. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
9. The School's Privacy Policy sets out how parents or students may seek access to personal information collected 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.
10. The School's Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.



11. As you may know, the School will occasionally engage in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
12. If you provide the School with the personal information of others, such as doctors or emergency contacts, we request that you to inform them that you are disclosing that information to the School and the reasons, that they can access that information if they wish, and that the School does not disclose this information to third parties, other than as described in this collection notice or our privacy policy.

REFERENCES

- 04.02 Privacy Policy

POLICY INFORMATION

Policy title	A4.02A Standard collection notice
Classification	A - Management framework
Sub-classification	A4 - Management policies
Approver	Board of Governors
Date approved	31/03/2014
Date issued	01/04/2014
Officer responsible for this policy	Business Manager