



Collection Notice

1. The School collects personal information, including sensitive information about pupils 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 to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students 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 a school require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. We may ask you to provide medical reports about students from time to time.
5. The School may disclose personal and sensitive information for educational, administrative and support purposes, including to facilitate the transfer of a student from school to school. This may include other schools and teachers at those schools, government departments (including for policy and funding purposes), medical practitioners, lawyers representing the school, people providing educational, support and health services to the School, including specialist visiting teachers, [sports] coaches, volunteers, and counsellors, providers of learning and assessment tools, assessment and educational authorities, including the Australian Curriculum, NES, 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 and NSW or Federal Police.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve 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 servers which may be situated outside Australia. Further information about the School's use of on online or 'cloud' service providers is contained in the School's Privacy Policy.
8. The School's Privacy Policy, accessible on the School's website, sets out how parents or students may seek access to and correction of their personal information which the School has collected and holds. However, access may be refused in certain circumstances such as 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 pupil, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

9. The School's Privacy Policy also sets out how parents and pupils can make a complaint about a breach of the APPs and how the complaint will be handled.

10. The School may 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. If you do not wish to receive any marketing communications from the School please contact the School Office.

11. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School yearbooks, on our intranet, social media, our website, in journals, newspaper or magazine advertising or editorial; for example, but not limited to, student success in a competition, or data pertaining to Higher School Certificate performance. This may include photographs and videos of pupil activities such as sporting events, school camps and school excursions. The School will obtain permissions [annually] from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet.

12. We may include students' and students' parents' contact details in a class list and directory to allow the P and C to conduct its activities such as social events. If you do not wish your contact details to appear on documents of this nature, please contact the School Office.

13. If you provide the School 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 School and why.