

## Standard Collection Notice

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. The primary purpose of collecting this 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.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include 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 1988*. We require medical reports about students from time to time.
5. The College may disclose personal and sensitive information for educational, administrative and support purposes. This information may be sent to:
  - a. another College, school or educational institution and teachers at these organisations as permitted by legislation;
  - b. government departments, (including for policy and funding purposes);
  - c. medical practitioners;
  - d. people providing educational, support and health services to the College, including specialist visiting teachers and sports coaches;
  - e. providers of learning and assessment tools;
  - f. assessment and educational authorities, including the Australian Curriculum Assessment and Reporting Authority (ACARA), NAPLAN Test Administration Authority and the NSW Education Standards Authority (NESA);
  - g. people providing administrative and financial services to the College;
  - h. recipients of College publications, such as newsletters and magazines;
  - i. parents or guardians;
  - j. anyone a parent, student or staff member authorises the College to disclose information to; and
  - k. Anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.
6. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic, sporting and cultural achievements, student activities, videos, photographs and other news is published on our College intranet, social media and on the College website. Please contact the College if you do not wish to have images published. The College will obtain permissions 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.
7. 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 limited personal information may also be provided to these service providers to enable them to authenticate users that access their services.

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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 an online or 'cloud' services providers is contained in the College's Privacy Policy.

8. The College uses [centralised] information management and storage systems provided by third party service providers. Personal information is stored with and accessible by the third-party service providers for the purpose of providing services to the College in connection with the Systems.
9. The College's Privacy Policy, accessible on the College's website, sets out how parents or students may seek access to and correction of their personal information which the College 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 College's duty of care to the student, or where the students have provided the information in confidence. Any refusal will be notified in writing with reasons where appropriate.
10. The College's Privacy Policy also sets out how parents and students can make a complaint about a breach of the Australian Privacy Principles and how the complaint will be handled.
11. From time to time the College engages in fundraising activities. The information received from you 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.
12. If you provide the College with the personal information of others, such as doctors or emergency contacts, you should inform them that you are disclosing that information to the College and the reasons; that they can access that information if they wish; and that the College does not usually disclose the information to third parties.
13. You may release/provide your personal details to other parents in your child's Year group through our online Parent Portal. The College does not provide this information to other parents without your consent.