Standard Data Collection Notice

1. The School collects personal information, including sensitive information about pupils and parents or guardians and caregivers before and during the course of a pupil’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 for the pupil and to enable them to take part in all of 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. Certain laws governing or relating to the operation of schools require that certain information is collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.

4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.

5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including facilitating the transfer of a pupil to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches, volunteers and counsellors.

6. The School from time to time may also collect and disclose personal information about current or prospective students in accordance with the Education Act or child protection legislation.

7. Personal information collected from pupils is regularly disclosed to their parents or guardians or caregivers.

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 pupils may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasion 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 pupil, or where pupils have provided information in confidence.

10. The School 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 from time to time engages 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.

12. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters, the yearbook, the prospectus, advertising, for web pages, video and various brochures.

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, that they can access the information if they wish and that the School does not usually disclose this information to third parties.