



## **Standard Collection Notice** requirement of the Australian Privacy Act

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 for your son/daughter.
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 National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
5. From time to time, the College discloses personal and sensitive information to others for administrative and educational purposes. This includes to staff, government departments, new schools, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.
6. Occasionally the College may need to seek a copy of an enrolling student's educational record and other personal information from their previous school. Please note that failure to agree to this routine action may prevent us accepting the enrolment of your child.
7. On occasions, information such as academic and sporting achievements, student activities and other news, including photos, is published in College newsletters, magazines and videos and on the College website. In the case of online digital media, parent permission will be obtained prior to publishing a photo of the student where such publication may include information that enables identification of the student.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Students may also seek access to personal information about themselves; 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 College's duty of care to any student, parent or staff member, or where the record contains information that has been provided in confidence.
9. 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, that they can access that information if they wish and that the College does not usually disclose the information to third parties.