



## College Privacy Statement

On December 21<sup>st</sup> 2001 the provisions of the Federal Privacy Act were extended to include non government organisations with a turnover of more \$3 million per annum. While the information we collect and disseminate will not alter from our practice in the past, the National Privacy Principles require the College to adopt new policies and procedures in the process of collecting, storing and disseminating that information.

While the College has always endeavoured to protect the privacy of its students, staff, and parents, the new provisions impose some specific requirements on the College. In accordance with the Privacy Act, the College Council has recently adopted a Privacy Policy. A copy of the Policy is available from the College upon request.

The College is now required to tell you how we collect and disseminate personal and sensitive information about you and your child. It is important that you carefully read the policy below, as we require your written consent to collect and disseminate personal and sensitive information about you and your child, for the schooling of your child.

Under the new rules, simple and common activities like school photographs now require parental consent before they can be taken, or printed in a College publication. If you agree with the policy below could you please sign at the bottom of the enrolment contract as your acknowledgement of this policy. Failure to give consent may result in your child not been able to fully participate in College life.

## College Privacy Policy

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your child.
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 College require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative, educational and pastoral purposes. This includes to other Colleges, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, sporting coaches and volunteers.
6. If we do not obtain the information referred to above your child may not be able to fully participate in College life, and more importantly, we may not be able to enrol or continue the enrolment of your child.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions, information such as academic, cultural, sporting and other life achievements, pupil activities, other news and photographs is publicly published including, but not limited to, College newsletters, magazines, and on our website or announced at various College forums.
8. Parents may seek access to personal information collected about them and their child by contacting the College. Students may also seek access to personal information 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 College's duty of care to the pupil, where pupils have provided information in confidence, or where access to the information would be contrary to an order made by a competent authority (eg a Court).
9. As you may know the College 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 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.
10. For the effective management of our internal operations we will include your contact details in class lists and College directories where appropriate.
11. 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.