



# All Saints Anglican School

*GROWING THROUGH GRACE; LEARNING THROUGH LOVE*

## **ENROLMENT COLLECTION NOTICE**

ALL Saints Anglican School, Highfield Drive, Merrimac. 4226

1. All Saints Anglican School (the School) collects personal information, including sensitive information about students and parents before and during the course of the student's enrolment at All Saints Anglican School.
2. The primary purpose of collecting information is to allow the School to exercise its functions and activities and ultimately provide schooling to your child.
3. The School collects, uses, holds and discloses personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).
4. Legislation that governs public health and child safety requires that certain types of information be collected by the School.
5. The information that the School collects is to satisfy legal obligations and enables the School to discharge its duty of care.
6. The School collects health information about students. Health information is a subset of sensitive information; it is defined in the Privacy Act 1988 (Cth) and is dealt with in accordance with the APPs.
7. If the School does not obtain the information referred to above, it may not be able to enrol or continue the enrolment of your child.
8. Personal and sensitive information collected by the School may be disclosed to others for administrative and educational purposes. This would include disclosure to other schools, government departments, the Corporation of the Synod of the Diocese of Brisbane the Anglican Church Southern Queensland and other persons providing services to the School.
9. Personal information collected from students is regularly disclosed to their parents or guardians.

Information such as academic and sporting achievements, activities and other news is published in the School newsletters (Saints Alive, Friends Quarterly), the Yearbook (Omaru) on our website, on our Facebook page and for other School related purposes. Please inform the School in writing if information in relation to your child is not to be used in this manner.

10. Personal information collected may be disclosed by the School to debt collection agencies for the purpose of recovering outstanding tuition fees.
11. Parents may seek to access information collected about their child by contacting the School.

Access to personal information is dealt with in accordance with the School's Privacy Policy.

12. Parents may seek to have personal information corrected. Correction of personal information is dealt with in accordance with the School's Privacy Policy.
13. Parents or students may make a complaint in accordance with the School's Privacy Policy if they believe the School has breached the APPs.
14. The School may store and disclose personal information to overseas recipients, through the usage of Cloud Computing Storage or similar services. The School discloses such information in accordance with APP 8.
15. The School engages in fundraising activities. Personal information collected may be used to make a marketing or fundraising appeal. The School will abide by any direction from an individual not to disclose personal information to third parties for marketing purposes.

Please return this form to the Office of Admissions if you have completed the check box.

I do not want my/our personal information used for direct marketing

16. Each year, the School produces a School Directory which includes your contact details. Parents/ guardians may select not to be included. Please return this form to the Office of Admissions if you have completed the check box.

I do not want my/our contact details included in the School Directory  
A copy of the School's Privacy Policy can be found at [www.asas.qld.edu.au](http://www.asas.qld.edu.au)