



# Privacy Act

The Commonwealth Government formulated and passed the Privacy Act which was implemented in 2002. The Act undergoes various updates, the most recent being 12 March 2014 (Privacy Amendment (Enhancing Privacy Protection) Act 2012).

As a consequence, and because schools need to collect a range of information for educational purposes, we are required to issue the following collection notice. Information regarding further notices and policies will be communicated to you as they are developed.

## Standard Collection Notice

1. In accordance with Grace Lutheran College's Privacy Policy, the College collects personal information, including sensitive information about students and parents and/or guardians before and during the course of the student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter and to enable him/her 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. Laws governing or relating to the operation of schools require that certain information is collected and disclosed to relevant organisations, e.g. commonwealth and state government agencies as required. These include relevant Education Acts, Public Health and Child Protection Laws. I/We consent to Nationally Consistent Collection of Data on School Students with Disability (see Information for Parents/Carers Fact Sheet - <http://www.schooldisabilitydatapl.edu.au/Content/Downloads/national-fact-sheet-for-parents-and-carers.pdf>),<sup>1</sup> being de-identified information collected on my son/daughter through the duration of his/her schooling at Grace Lutheran College.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act 1988 and the Privacy Amendment (Enhancing Privacy Protection) Act 2012. We ask you to provide medical reports about students from time to time.
5. The College from time to time discloses personal and sensitive information to authorised College personnel within the College and to others for administrative, educational and pastoral care purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, Lutheran Education Australia, Lutheran Education Queensland, the Lutheran Church, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. The College has Closed Circuit Television and Recording Devices (CCTV) in operation 24 hours a day, seven days a week on the College premises primarily to assist with its out of hours security measures. Personal information may be collected through these surveillance systems and passed on to relevant staff within the College or external authorities, i.e. the Queensland Police Service, if a situation requiring further investigation is required and/or to satisfy the College's legal obligations and to discharge its duty of care.
7. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

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<sup>1</sup> Nationally Consistent Collection of Data on School Students with Disability - Information for Parents/Carers Fact Sheet No. 1, Standing Council on School Education and Early Childhood (SCSEEC), Australian Government Department of Education, <http://www.schooldisabilitydatapl.edu.au/Content/Downloads/national-fact-sheet-for-parents-and-carers.pdf>, 27 February 2014, copyright Commonwealth of Australia reproduced and web link supplied by permission.

8. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities, other news and photography/film footage is published in College newsletters, magazines, in multi-media presentations, on our website or social media sites such as our Facebook page. Similarly, parent identification and photographs / film footage may be published, e.g. in the P&F section of the website and magazine. If you do not agree to this, please advise the Principal in writing immediately. Where student information and photographs are to be published in external media such as newspapers, specific written permission from parents or guardians will be obtained prior to the publication.
9. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia. Where data is stored off-shore the College will ensure that the companies involved are compliant with Australian Privacy regulations. Countries where data may be stored include but are not limited to Singapore, Hong Kong (SAR) and Canada.
10. Parents or guardians may seek access to personal information collected about them and their son/daughter by contacting the Principal in writing. 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 the student, or where students have provided information in confidence.
11. The College's Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
12. The College from time to time engages in fundraising activities. Information received from you may be used for College fundraising to make an appeal to you by College representatives or by a Contractor engaged solely for that purpose. 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.
13. **We may include your contact details in a class list (e.g. for P&F Coordinators) and College directory. If you do not agree to this please advise the Principal in writing immediately.**
14. 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.
15. The College occasionally uses contractors to assist the College in its functions and discloses relevant personal information to these contractors to enable them to meet their obligations.
16. The information provided by the student to the provider may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the Education Services for Overseas Students (ESOS) Act 2000 and the National Code.
17. We reserve the right to enquire on any aspect of the child's attendance at a previous school.