



Privacy and Personal Information



The College respects privacy. Privacy laws protect any personal information we collected.

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 son/daughter.
2. Some of the information collected 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 pupils is regarded as sensitive information under the Privacy Act. The College may ask for medical reports from time to time.
5. The College, from time to time, may disclose personal and sensitive information to others for administrative and educational purposes.

This includes to other schools, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.
6. Personal information collected from students is regularly disclosed to their parents or guardians. On occasion information, such as academic, co-curricular, sporting and out of school achievements, student activities, student birthdays and other news is published in College publications, on our public website, and on other College owned websites, such as social networking websites, intranet and community websites, blog websites and displayed in third party media. While the College will, in all cases, seek to uphold a duty of care to all students, the College takes no responsibility for any unauthorised use by third parties.
7. Photographing and filming of students, staff and parents involved in College-related activities, College-hosted activities, or for training and development purposes, may form part of College publications, be displayed on our public website or any other College-owned websites, and be used in specific education-related activities. From time to time, photographs and videos may be displayed in third party media. While the College will, in all cases, seek to uphold a duty of care of all students, the College takes no responsibility for any unauthorised use by third parties.
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 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 student, where students have provided information in confidence or where current Court Orders are in place.
9. The College from time to time engages in fundraising activities. Information received from parent/guardians may be used to make an appeal to that parent/guardian. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. The College will not disclose personal information to third parties for their own marketing purposes without parent/guardian consent.
10. The College may include parent/guardian contact details in a class list and College directory.
11. If parents/guardians provide the College with personal information of others, such as doctors or emergency contacts, we encourage parents/guardians to inform of this and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.