

PRIVACY POLICY

POLICY STATEMENT

Ormiston College is committed to managing personal information as per the requirements of the *Privacy Act 1988 (the Act)*, including the Australian Privacy Principles.

PURPOSE

Ormiston College is bound by the Australian Privacy Principles contained in the *Privacy Act 1988 (Cwlth)*. The purpose of this Policy is to describe the type of information the College collects, how the information is handled, how and to whom the information is disclosed and how the information may be accessed.

SCOPE

This Policy is to be adhered to by all staff, students, parents or guardians, volunteers, visitors, contractors or community members.

LEGISLATION and REFERENCES

- *Privacy Act 1988 (Cwlth)*
- *Information Privacy Act 2009 (Qld)*
- *Privacy Amendment (Enhancing Privacy Protection) Act 2012*
- *Privacy Amendment (Notifiable Data Breaches) Act 2017*
- *Australian Privacy Principles*
- *Child Protection Act 1999*
- *Information Privacy and Other Legislation Amendment Act 2023 (Qld)*
- Australian College of Archivists (ASA) - Records Retention & Disposal Schedule for Non-Government Schools - 2nd Edition

Ormiston College Related Documents

- Child Safety and Wellbeing Policy
- Reporting Concerns of Harm or Abuse Policy
- Complaints Handling Policy
- Disability Discrimination Policy
- Social Media Policy
- Camera Surveillance (CCTV) Policy
- Artificial Intelligence (AI) Policy
- Information Security Management System (ISMS) Policy

EXCEPTION IN RELATION TO EMPLOYEE RECORDS

Under the *Privacy Act 1988 (Cwlth)*, the Australian Privacy Principles do not apply to an employee record held by the employing entity. As a result, this Privacy Policy does not apply to the College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the College and employee.

DEFINITIONS

The definitions as provided in the *Privacy Act 1988 (Cwlth)* are observed in this Privacy Policy.

Personal information means information or opinion that is provided or recorded in any form and, whether true or not, about an individual whose identity is apparent, or can reasonably be determined from the information or opinion. For example, this includes all paper and electronic records, photographic and video recordings.

Sensitive information is defined as information relating to a person's racial or ethnic origin, political opinions, religion, trade union, or other professional, or trade association membership, sexual preferences, biometric information or criminal record that is also classified as personal information about an individual.

Health Information is defined as including information or opinion about a person's physical, mental or psychological health, or disability, which is also classified as personal information. This includes information or opinion about a person's health status and medical history, whether recorded or not.

Use means to handle or conduct an activity with personal information within the organisation's control.

Disclose means to share personal information with another person or organisation outside the entity that originally collected the information.

In this policy personal information refers to personal information, sensitive information and health information collectively unless otherwise specified.

WHAT PERSONAL INFORMATION IS COLLECTED

The type of information the College collects and holds, includes (but is not limited to) personal information, including health and other sensitive information, about:

- students and parents and/or guardians ('Parents') before, during and after the course of a student's enrolment at the College:
 - name, contact details (including next of kin), date of birth, gender, language background, previous school and religion;
 - parents' education, occupation and language background;
 - Health information (eg., details of disability and/or allergies, absence notes, medical reports and names of doctors);
 - conduct and complaint records, or other behaviour notes, and school reports; information about referrals to government welfare agencies;
 - counselling reports;
 - health fund details and Medicare number;

- any court orders;
 - volunteering information; and
 - photos and videos at school events.
- job applicants, staff members, volunteers and contractors;
 - name, contact details (including next of kin), date of birth, and religion;
 - information on job application;
 - professional development history;
 - salary and payment information, including superannuation details;
 - medical information (eg., details of disability and/or allergies, and medical certificates);
 - complaint records and investigation reports;
 - leave details;
 - photos and videos at school events;
 - workplace surveillance information;
 - work emails and private emails (when using work email address) and Internet browsing history.
 - other people who come in contact with the College, including name and contact details and any other information necessary for the particular contact with the school.

HOW IS PERSONAL INFORMATION COLLECTED

Personal Information you provide

The College will generally collect personal information held about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than parents and students provide personal information.

Personal Information provided by other people

In some circumstances the College may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

Personal information generated by artificial intelligence (AI) systems

The College might also collect personal information by using AI systems to generate it. The kinds of personal information that may be generated by AI systems include those set out above under the heading 'What personal information is collected'.

Personal information from other sources

The College may collect personal information through surveillance activities (such as CCTV security cameras) and student email monitoring.

HOW PERSONAL INFORMATION IS USED

The College will use personal information it collects for the primary purpose of collection. Personal information may also be used for a secondary purpose that is related to the primary purpose of collection, where this would be reasonably expected or has been consented to.

Students and Parents

In relation to personal information of students and parents, the College's primary purpose of collection is to enable the College to provide schooling for the student. This includes satisfying the needs of parents, the needs of the student and the needs of the College throughout the whole period the student is enrolled at the College.

In cases where the College requests personal information about a student or parent/carer, and the information requested is not provided, the College may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

Personal information such as academic and sporting achievements, student activity details and similar news, including photographs and videos, may be published in College news and magazines, or for marketing purposes (see Marketing below)

The College will obtain permission annually from the student's parent and/or guardian (and from the student if appropriate) to include photographs or videos or other identifying information in promotional material or otherwise make publicly available

The College will further obtain permissions from the student's parent or guardian (and from the student if appropriate) if the College would like to include such photographs or videos [or other identifying material] in the College's promotional material.

Job Applicants, Staff Members and Contractors

In relation to personal information of job applicants, staff members and contractors, the College's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

Volunteers

The College collects personal information about volunteers who assist the school's functions or conduct associated activities, such as alumni associations. The purposes for which College uses personal information of volunteers, includes:

- to contact the volunteer, and administer, the volunteer position
- for insurance purposes
- to satisfy the school's legal obligations, e.g., in relation to child protection legislation.

The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as Alumni, to enable the College and the volunteers to work together.

Fundraising

The College may collect personal information from parents, staff, alumni, contractors and members of the school when seeking donations or undertaking fundraising activities. Personal information held by the College may be disclosed to organisations that assist in the school's fundraising, e.g., the College's Foundation, Parent & Friends Association.

Marketing

The College may use or disclose the personal information that it holds about an individual, including students, staff, parents, volunteers, alumni and other members of the school community, for the purpose of direct marketing, with the consent of the relevant parties.

Personal information in this context may include photographs and videos featured in College publications, such as newsletters, magazines, online and social media, and other marketing collateral.

To opt-out of direct marketing or change previous preferences contact the College Marketing Department.

When the College collects personal information from a third party, this information will only be used for the purposes of direct marketing, with the consent of the relevant parties. In this case, the College will provide an opt-out option.

Automated Decisions

The College may use personal information in the operation of AI to make, or assist in making, certain decisions (automated decisions), inferences or profiles. The personal information used for this purpose is the student's name, year & where applicable, student work.

The decisions made using this personal information in the operation of computer programs are as follows:

- In the generation of the College master timetable
- In the assistance of subject selection
- To determine the amount of plagiarism in assessment items
- other decisions as notified by the College from time to time.

All decisions made by these AI tools are reviewed by a qualified staff member, no decision for the outcome of an individual at the College is determined solely by AI.

Artificial Intelligence (AI) Systems

The College may use personal information in connection with an AI tool. The kinds of personal information that may be generated by AI systems include those set out above, under the heading 'What personal information is collected'. Staff at the College must follow strict guidelines as per the Colleges AI Policy. Staff are restricted on what personal information they may enter into AI and must not enter personal information into publicly available generative AI tools. Unsanctioned use of AI by staff is not endorsed by the College. The College conducts privacy impact assessments when assessing AI tools for use at the College.

Any personal information generated by AI for a particular individual is treated and handled the as personal information on an individual.

Prohibition on serious invasions of privacy

The College acknowledges the new privacy tort in the amended Privacy Act (June 2025). The College will not engage in or endorse any conduct that constitutes a serious invasion of privacy, including but not limited to:

- Intrusion into an individual's private activities in circumstance where they have a reasonable expectation of privacy
- Misuse, disclosure or publishing personal information without lawful authority or consent
- Conduct covert monitoring of a person whilst on campus (refer to the College CCTV Policy for more details).

Doxxing

Doxxing (purposely publishing personal information online – including photos - to maliciously cause harm to a person or persons) is a criminal offence and can result in being sentenced to prison for up to 6 years. The College explicitly prohibits the practice of Doxxing by any member of the College community including Staff and where necessary support and comply with any direction from a court of law or law enforcement agency.

Children's Online Privacy Code

We are committed to protecting the personal information of children in accordance with the forthcoming Children's Online Privacy Code, mandated under the Privacy and Other Legislation Amendment Act 2024. This includes ensuring that online services likely to be accessed by children follow strengthened requirements under the Australian Privacy Principles, such as applying the best interests of the child, providing clear and age-appropriate privacy information, limiting the collection and use of children's data, and implementing enhanced default privacy settings and security protections. We will continue to update our practices as the Office of the Australian Information Commissioner finalises the Code, expected to be in place by 10 December 2026 and in accordance with the review cycle of this policy.

DISCLOSURE AND STORAGE OF PERSONAL INFORMATION

The College may disclose personal information, including sensitive information, held about an individual to:

- another school; or staff at another school
- government departments (including for policy and funding purposes) eg Queensland Health
- medical practitioners
- people providing services to the College, including specialist visiting teachers, sports coaches; volunteers; counsellors and providers of learning and assessment tools
- recipients of College publications, such as newsletters and magazines;
- students' parents or guardians;
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and the Queensland Curriculum Assessment Authority (QCAA), the NAPLAN Test Administrator Authorities (who will disclose it to the entity that manages the online platform for NAPLAN) & Australian Council for Educational Research;
- people providing administrative and financial services to the College;
- anyone to whom the College has been authorised to disclose information to; and
- anyone to whom the College is required or authorised to disclose the information to by law, including child protection laws.
- AI platforms approved for use by authorised staff eg Microsoft Co-Pilot.

The College will comply with Queensland child protection information-sharing laws, particularly where the Queensland Information Privacy Act intersects with mandatory reporting frameworks.

DISCLOSURE AND STORAGE OF PERSONAL INFORMATION OVERSEAS

The College may disclose your personal information to overseas recipients in the course of providing services. Under the Privacy Act, the College is required to take reasonable steps to ensure that any overseas recipient does not breach the Australian Privacy Principles (APPs).

In some cases, the Australian Government may designate certain countries or international frameworks as having substantially similar privacy protections to those in Australia. If a recipient is located in a country that has been officially whitelisted by the Minister, the College may rely on that designation to satisfy our obligations under the Privacy Act.

As of the date of this policy, no countries have been formally whitelisted. Therefore, the College continues to assess and ensures that any overseas recipient handles personal information in accordance with the APPs.

The College may disclose personal information about an individual to overseas recipients e.g., to facilitate a school exchange. However, the College will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied)
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Personal information may be disclosed, when necessary, to these service providers to enable authentication of users that access their services. This personal information may be stored in the 'cloud' which means it may reside on a cloud service provider's server, which may be situated outside Australia.

The College uses centralised information management and storage systems (Systems) provided by third party service providers. Personal information is disclosed and stored with third party service providers for the purpose of providing services to the school in connection with the Systems.

An example of such a cloud service provider is Microsoft 365. Microsoft provides the 'Office 365 suite for Education' including Email, and stores and processes limited personal information for this purpose. College personnel, Microsoft and its service providers may have the ability to access, monitor, use or disclose emails, communications (eg. instant messaging), documents and associated administrative data for the purposes of administering Office 365 and ensuring its proper use. The data centres where the personal information is likely to be kept are located in Australia, the United States, Hong Kong, Japan, Malaysia, Singapore & South Korea.

MANAGEMENT AND SECURITY OF PERSONAL INFORMATION

The College's staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals. The College has in place steps to protect the personal information the College holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

Various methods used by the College for the protection of include:

- Mandatory Multi-Factor Authentication for Staff and regular password changes
- All Staff devices are encrypted
- Information transferred across College network or via Internet is encrypted
- Overseas access to College information systems is heavily regulated

- College information systems feature Access Controls that are audited, with users restricted to the information required for their role.
- Staff regularly undergo training in privacy policy and social engineering
- Annual Cybersecurity audits are conducted on College information systems
- The College maintains a Cyber Security Response Plan.

Data Breaches

The College will be deemed an 'eligible data breach' has occurred if:

- there has been unauthorised access to, or unauthorised disclosure of personal information or loss of personal information, held by the College
- a reasonable person would conclude there is a likelihood of serious harm to any affected individuals as a result.

Serious harm may include serious physical, psychological, emotional, economic and financial harm, as well as serious harm to reputation.

Eligible data breach assessment/investigation

If the College suspects that an eligible data breach has occurred, it will carry out a reasonable and expedient assessment/investigation within 30 days.

If such an assessment/investigation indicates there are reasonable grounds to believe an eligible data breach has occurred, then the College will be required to lodge a statement to the Privacy Commissioner (Commissioner). Where practical to do so, the College entity will also notify the affected individuals. If it is not practicable to notify the affected individuals, the College will publish a copy of the statement on its website or publicise it in another manner.

Exception to Notification Obligation

An exception to the requirement to notify will exist if there is a data breach and immediate remedial action is taken, and as a result of that action:

- there is no unauthorised access to, or unauthorised disclosure of, the information.
- there is no serious harm to affected individuals, and as a result of the remedial action, a reasonable person would conclude the breach is not likely to result in serious harm.

Long term retention of personal information

The College will be required to keep certain personal information for an extended period of time beyond the time a student is enrolled at the College. Various reasons include, but are not limited to:

- Academic records and transcripts for tertiary entry
- Future inquiries into the protection of a student whilst under the College's duty of care
- Cultural archives and history of the College.

Any long-term retention of personal information held at the College is governed by Australian Society of Archivists - Records Retention & Disposal Schedule for Non-Government Schools.

Disposal of Personal Information

Disposal of personal information is handled in conjunction with the College Information Security Management Policy using procedures compliant with ISO27001 standards.

ACCESS AND CORRECTION OF PERSONAL INFORMATION

Under the *Privacy Act 1988 (Cwlth)*, an individual has the right to obtain access to any personal information which the College holds about them and to advise the College of any perceived inaccuracy. Students will generally be able to access and update their personal information through their parents, but older students may seek access and correction themselves.

To make a request to access or update any personal information the College holds about you or your child, please contact the College in writing. The College may require you to verify your identity and specify what information you require. The College may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the College will advise the likely cost in advance. If the College cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

The College will take reasonable steps to ensure that any personal information is accurate, up to date, complete, relevant and not misleading.

Where the College holds or processes personal information on behalf of Queensland Government bodies, it will comply with mandatory data breach notification obligations under the Information Privacy and Other Legislation Amendment Act 2023 (Qld), including 30-day assessment requirements for eligible data breaches.

Consent and Rights of Access to the Personal Information of Students

The College respects every parent's right to make decisions concerning their child's education. Generally, the College will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. The College will treat consent given by parents as consent given on behalf of the student and notice to parents will act as notice given to the student.

As mentioned above, parents may seek access to personal information held by the College about them or their child by contacting the College. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the College's duty of care to the student.

The College may, at its discretion, on the request of a student grant that student access to information held by the College about them or allow a student to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances warrant it.

Enquiries and Complaints

If further information is required about the way the College manages the personal information it holds or wish to make a complaint that it is believed the College has breached the Australian Privacy Principles please contact the Headmaster. The College will investigate any complaint based on the College's Complaints Handling Policy and will notify you of the making of a decision in relation to the complaint as soon as is practicable after it has been made. All enquiries and complaints and other privacy concerns can be sent to admin@ormiston.qld.edu.au

STANDARD COLLECTION NOTICE

How and Why the College Collects Personal Information

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. This may be in writing or in the course of conversations. The College might also use artificial intelligence (AI) systems to generate your personal information. We may also collect personal information from third parties such as Digistorm Pty Ltd.
2. The primary purpose of collecting this information is to enable the College to provide schooling to students enrolled at the College, exercise its duty of care, engage in marketing/fundraising and perform necessary associated administrative activities, which will enable students to take part in all the activities of the College.
3. 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.
4. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
5. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.
6. A student's enrolment may be delayed or prevented if the College cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
7. 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.

To Whom Does the College Disclose Information

8. The College may disclose personal and sensitive information for educational, legal, administrative, marketing and support purposes. This may include to:
 - a. other schools and teachers at those schools;
 - b. government departments (including for policy and funding purposes);
 - c. medical practitioners;
 - d. people providing educational, support and health services to the College, including specialist visiting teachers, [sports] coaches, volunteers, and counsellors;
 - e. providers of learning and assessment tools;
 - f. assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - g. The third party providers of our information management and storage systems (for the purpose of the providers providing services to the College in connection with the systems);
 - h. Third party providers of the AI systems we use;
 - i. People providing other information technology services to the College (see also para [12] to [13] or [14] below);
 - j. people providing administrative and financial services to the College;
 - k. anyone you authorise the College to disclose information to; and
 - l. anyone to whom the College is required or authorised by law, including child protection laws, to disclose the information.
9. Personal information collected from students is regularly disclosed to their parents or guardians.

10. School activities and news (including student achievements) are frequently published in the School's journals, newsletters and magazines, on our [insert name of school app - assuming it is accessible by parents, students and teachers only], on our intranet or otherwise shared with the College community (current, future and past students, parents and teachers). This may include personal information (including photographs and videos) of students and parents involved in School activities such as academic and sporting events and achievements, concerts and plays, school camps and school excursions. The College will obtain permissions [annually] if we would like to include photographs or views [or other identifying material] of students (or parents) in our promotional material or otherwise make this material available to the public such as on the internet.
11. The College may include students' and students' parents' contact details in a class list and School directory.

Overseas Storage and/or Disclosure

12. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the College's use of on online or 'cloud' service providers is contained in the College's Privacy Policy.
13. If Applicable: The College uses centralised information management and storage systems (Systems) provided by third party service providers. Personal information is stored with an accessible by the third party service providers for the purpose of providing services to the College in connection with the Systems.
14. The College may disclose your personal information to overseas recipients in the course of providing our services. Under the Privacy Act, the College is required to take reasonable steps to ensure that any overseas recipient does not breach the Australian Privacy Principles (APPs). In some cases, the Australian Government may designate certain countries or international frameworks as having substantially similar privacy protections to those in Australia. If a recipient is located in a country that has been officially whitelisted by the Minister, the College may rely on that designation to satisfy our obligations under the Privacy Act. As of the date of this notice, no countries have been formally whitelisted. Therefore, the College continues to assess and ensures that any overseas recipient handles your personal information in accordance with the APPs.
15. The College uses AI systems that are provided by third parties. These third parties may store or have access to personal information input into, and/or generated by, these AI systems. These third parties may be located outside of Australia, including in United States, Singapore, Ireland or the United Kingdom.

Your Rights and How to Complain

16. The College's Privacy Policy, accessible on the College's website, sets out how parents or students may seek access to and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as 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 a student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
17. The College's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.

Fundraising

18. The College may engage 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.
19. The College will not disclose your personal information to third parties for their own marketing purposes

without your consent

APPENDIX B

ALUMNI (ALUMNI ASSOCIATION) COLLECTION NOTICE

1. The College's Alumni Association may collect personal information about you from time to time. The primary purpose of collecting this information is to enable us to inform you about our activities and the activities of the College and to keep alumni members informed about other members.
2. We must have the information referred to above to enable us to continue your membership of the Alumni Association.
3. As you know, from time to time we engage in fundraising activities. The information received from you may be used to make an appeal to you. [It may also be used by the College to assist in its fundraising activities.
4. The Alumni Association may publish details about you in our publications and our/the College's website.
5. The College's Privacy Policy, accessible on the College's website, contains details of how you may seek access to and correction of your personal information which the College has collected and holds, and how you may complain about a breach of the Australian Privacy Principles.
6. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the College's use of on online or 'cloud' service providers is contained in the College's Privacy Policy.
7. The College uses centralised information management and storage systems (Systems) provided by third party service providers. Personal information is stored with an accessible by the third party service providers for the purpose of providing services to the College in connection with the Systems.
8. The College uses AI systems that are provided by third parties. These third parties may store or have access to personal information input into, and/or generated by, these AI systems. These third parties may be located outside of Australia, including in United States, Singapore, Ireland or the United Kingdom.
9. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why

EMPLOYMENT COLLECTION NOTICE

In applying for a position at Ormiston College, you will be providing the College with personal information. The College can be contacted at 97 Dundas Street West, Ormiston 4160 or on (07) 3821 8999.

If you provide the College with personal information, for example, your name and address or information contained on your resume, the information will be collected in order to assess your application for employment. The College may also make notes and prepare a confidential report in respect of your application. The College may keep this information on file if your application is unsuccessful in case another position becomes available.

The College's Privacy Policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

The College will not disclose this information to a third party without your consent unless otherwise permitted. However, we usually disclose this kind of information to the following types of organisations:

- The Alpha School System ABN 87 010 874 816 – who provide and support the College's electronic administration system.
- MLC Superannuation Clearing House ABN 70 732 426 024 – the College's if you do not specify your own Superannuation Fund.
- Diversa Insurance ABN 77 107 165 962 – who provide Salary Continuance Insurance for eligible employees.

The College is required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order or certain criminal offences under Child Protection laws. The College may also collect personal information about you in accordance with these laws.

The College may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about the College's use of online or 'cloud' service providers is contained in the College's Privacy Policy.

If you provide the College with the personal information of others, it is encouraged you 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.

CONTRACTOR/VOLUNTEER COLLECTION NOTICE

In applying to provide services to the College, you will be providing Ormiston College with personal information. The College can be contacted at 97 Dundas Street West, Ormiston 4160 or on (07) 3821 8999.

You agree that the College may store this information for a minimum of five (5) years.

The College's Privacy Policy, accessible on the College's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.

The College will not disclose this information to a third party without your consent unless otherwise permitted to by law.

The College is required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order or certain criminal offences under Child Protection laws. The College may also collect personal information about you in accordance with these laws.

The College may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about the College's use of online or 'cloud' service providers is contained in the College's Privacy Policy.

If you provide the College with the personal information of others, it is encouraged you 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.

Version and Review Control Register

Version	Policy Document Owner	Policy Document Approver	Approval Date	Changes History/ Superseded Documents	Next Review Date
V190623	Ormiston College Governing Body	Headmaster	02/09/24		August 2025
V120326	Ormiston College Governing Body	Headmaster	23/04/2026	<ul style="list-style-type: none"> • Included the Privacy Policy as a reference. • Core Principles Statement summarising fair use. • Added a statement indicating the College may direct individuals not to take photos. • Clarity of how the College may indicate a safe photo area or zone. • Strengthened statements on privacy and the taking of photos with sensitive information in the background. • Addressed live streaming. • Specific statement about monetising photos. • Indicated method parents can use to contact for concerns. 	April 2027