ST HILDA'S SCHOOL
GOLD COAST

Type: Governance Policy	**Name:** Privacy Policy	**Policy No:** GOV5.07
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Privacy Policy

Governance at St Hilda's School is shaped by stewardship, vision, and faithfulness. Our Council exercises leadership that is transparent, consultative, and grounded in the school's Anglican identity. These policies provide the framework for decision-making that nurtures the whole person and sustains the life of the community.

Purpose

St Hilda's School (the School), as part of the Anglican Church Southern Queensland, is committed to protecting the privacy of its employees, students and parents. The School is bound by the *Australian Privacy Principles (APPs)* and the *Privacy Act 1988 (Cth) (the Act).*

This statement outlines the privacy policy of the School and describes how the School uses and manages personal information provide to or collected by it.

This policy describes who the policy applies to, the type of information the school collects, how the information is handled, how and to whom the information is disclosed, and how the information may be accessed or corrected.

The School collects, holds, uses and discloses Personal Information so that is can exercise its function and activities and fulfil relevant duties and obligations. That may include (but is not limited to):

1. Informing parents about the student's education;
2. School administrative purposes, including for the provision of such services to the School;
3. Supporting a student's educational, social and medical wellbeing;
4. Seeking donations and/or marketing for the School; and
5. Satisfying the legal obligations of the School. The School collects and holds Personal Information, Sensitive Information and Health Information about Students, Parents and Employees.

The School generally deals with Personal Information and Sensitive Information regarding:

1. Students and Parents relating to the enrolment of the Student at the School;
2. Employees, volunteers and contractors; and
3. Other persons who are involved with the School.

The School collects Personal Information about individuals to satisfy legal obligations and to fulfil its educational purpose. If the School requests information to be provided and the request is not complied with, the School may be unable to enrol a prospective student or continue enrolment of a current student.

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Scope

This policy applies to all School Council members, employees (paid or unpaid, full time, part time, casual, volunteers) and others (such as parents/carers, clergy, contractors, volunteers and consultants associated with the School) and students who fall in the scope of this policy.

Policy

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

What personal information is collected:

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

- students and parents and/or guardians before, during and after the course of a student's enrolment at the school:
    - name, contact details (including next of kin), date of birth, gender, language background, previous school and religion;
    - parents' education, occupation, language spoken at home, nationality and country of birth;
    - Health information (e.g. details of disability and/or allergies, absence notes, medical reports, immunisation details, 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;
- 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;
    - health information (e.g. 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 into contact with the school including name and contact details and any other information necessary for the particular contact with the school.

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How personal information is collected:

Personal information provided by students and families
The School will generally collect personal information held about an individual by way of forms completed by parents/carers or students, face-to-face meetings and interviews, photos and video recordings, observations, emails and telephone calls.

Personal information provided by other people
In some circumstances the School may be provided with personal information about an individual from a third party, for example a report provided by a medical professional, or a transfer note from another school.

Personal information generated by artificial intelligence (AI) systems
The School 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 School may collect personal information through surveillance activities (such as CCTV security cameras) and student email monitoring.

How personal information is used:

The School 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/Carers
In relation to personal information of students and parents/carers, the School's primary purpose of collection is to enable the provision of schooling to enrolled students; to fulfil the school's legal obligations including duty of care; and to perform administrative activities. This includes satisfying the needs of students, parents/carers, and the School throughout the whole period a student is enrolled at the school.

In cases where the School requests personal information about a student or parent/carer, and the information requested is not provided, the School 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 school newsletters and magazines, or on the school intranet and/or the school website, or for marketing purposes (see Marketing below).

The School 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.

Job applicants and potential contractors
In relation to personal information of job applicants and potential contractors, the School's primary purpose of collection is to assess and (if successful) to engage with the applicant or contractor.

The purposes for which the School uses personal information of job applicants and potential contractors, includes:

- administration of the individual's employment or contract;
- insurance;
- to satisfy the school's legal obligations e.g., in relation to child protection legislation.

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Volunteers
The School collects personal information about volunteers who assist the school's functions or conduct associated activities, such as alumni associations. The purposes for which the School 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.

Fundraising
The School 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 School may be disclosed to organisations that assist in the school's fundraising, e.g., St Hilda's Foundation, Old Girls Association, parent support groups, Aquatics Club or, on occasions, external fundraising organisations.

Marketing
The School 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 school 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 School at marketing@sthildas.qld.edu.au.

When the School 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 School will provide an opt-out option.

Automated Decisions
The School may use personal information in the operation of computer programs to make, or assist in making, certain decisions (automated decisions). The personal information used for this purpose includes student academic records, attendance data, medical information, enrolment information, payment history, prerequisite course completion records, performance assessments, staff employment records, photo and video consent, alumni records and leave applications.

The decisions made using this personal information in the operation of computer programs include assessing whether students meet pre-requisites for specific courses or programs, evaluating student performance and academic progress, processing enrolment applications and course placements, monitoring student and staff attendance and identifying absenteeism patterns, processing fee payment status and arrangements, processing staff leave applications, validating alumni registrations and communications, assessing consent of photos and videos and other decisions as notified by us from time to time.

Artificial Intelligence (AI) Systems
The School 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'.

Disclosure and Storage of Personal Information
The School may disclose personal information, including sensitive information, held about an individual for educational, legal, administrative, marketing and support purposes.

This may include:

- The Anglican Schools Commission (ASC) and the Anglican Church Southern Queensland for legal, insurance, governance and compliance purposes;
- another school or staff at another school;
- government departments (including for policy and funding purposes);
- medical practitioners;
- people providing educational, support and health services to the school, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools;
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA), the Queensland Curriculum and Assessment Authority (QCAA), and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
- people providing legal, insurance, administrative and financial services to the School;
- recipients of School publications, such as newsletters and magazines;
- students' parents/carers or guardians;
- anyone parents/carers authorise the School to disclose information to;
- anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.

Disclosure and Storage of personal information overseas

The School may disclose your personal information to overseas recipients in the course of providing services. Under the Privacy Act, the School 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 School 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 School continues to assess and ensures that any overseas recipient handles personal information in accordance with the APPs.

The School may disclose personal information about an individual to overseas recipients e.g., to facilitate a school exchange. However, the School 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 School 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 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.

Microsoft provides the School with Microsoft 365, which includes Outlook, Teams, OneDrive, SharePoint, and other Office applications. Personal information is stored and processed as required to provide these services. School personnel and authorised service providers may access, monitor, use, or disclose emails, communications (e.g., instant messaging), documents, and associated administrative data to administer Microsoft 365 and ensure its proper use.

All personal information is stored in Microsoft data centres located in Australia, ensuring compliance with the School's privacy obligations.

Management and Security of personal information

The School's staff are required to respect the confidentiality of students' and parent/carers' personal information and the privacy of individuals. the School has in place steps, including technical and organisational measures, to protect the personal information held, from misuse, interference and loss; unauthorised access; and modification or disclosure by use of various methods, including locked storage of paper records, and password access rights to computerised records.

Data Breaches

The School will deem an 'eligible data breach' has occurred if:

- there has been unauthorised access to, or unauthorised disclosure of personal information, or a loss of personal information, held by the school; and
- the access, disclosure or loss is likely to result in 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 School suspects that an eligible data breach has occurred, it will take reasonable steps to assess/investigate within 30 days.

If such an assessment/investigation indicates there are reasonable grounds to believe an eligible data breach has occurred, then the School will be required to notify to the Privacy Commissioner (Commissioner). Where practical to do so, the school will also notify the affected individuals. If it is not practicable to notify the affected individuals, the School will publish a copy of the notification 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.

Access and Correction of Personal Information

Under the Privacy Act, an individual has the right to seek and obtain access to any personal information which the School holds about them and to advise of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally be able to access and update their personal information through their parents/carers, but older students may seek access and correction themselves.

To make a request to access or to update any personal information the School holds, please contact the School Principal in writing. The School may require you to verify your identity and specify what information you require. A reasonable fee may be charged to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the likely cost will be advised in advance.

If access to that information cannot be provided, written notice explaining the reasons for refusal will be provided.

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

Consent and Rights of Access to the Personal Information of Students

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

As mentioned above, parents/carers may seek access to personal information held about them or their child by contacting the School Principal by telephone or in writing. However, there will be occasions when access is denied. Such occasions may include (but are not limited to):

- where release of the information would have an unreasonable impact on the privacy of others;
- where the School believes the student has capacity to consent and the school is not permitted to disclose the information to the parent/carer without the student's consent;
- where the release may result in a breach of the School's duty of care to a student.

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

Enquiries and Complaints

For further information about the way the School manages personal information, contact the School's Privacy Officer.

Director of Business and Operations
St Hilda's School
PO Box 290
SOUTHPORT QLD 4215
PH: 07 55324922

To make a complaint about the School's breach of the Australian Privacy Principles refer to the School's Complaints Handling Policy.

Further information is available from the Office of the Australian Information Commissioner (OAIC) via the OAIC website, www.oaic.gov.au.

Definitions

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

Employee means all employees employed by the School, including applicants and prospective employees.

Employee Record means a record as defined in the Act.

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.

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This includes information or opinion about a person's health status and medical history, whether recorded or not.

Health Service includes an activity performed to assess, record, maintain or improve an individual's health, to diagnose an illness or disability, to treat an individual, or the dispensing on prescription of a drug or medicinal preparation by a pharmacist.

Notice means a notice or order issued by The Corporation of the Synod of the Diocese of Brisbane, or any other statutory body to comply with the requirements of section 6K (or as amended from time to time) of the *Royal Commission Act 1902 (Cth).*

Parent is the parent/carer of a Student.

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. This includes all paper and electronic records, photographic and video recordings.

Privacy Officer is the Director of Business and Operations, St Hilda's School, PO Box 290, Southport, QLD, 4215.

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

Student means prospective, current or past student of the School.

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

Related documents

- **Legislation**
  Australian Privacy Principles
  Privacy Act 1988 (Cth)

Resource
The School will ensure that there are adequate resources (financial, skill and time) to ensure compliance with the legislative environment. An annual budget allocation will ensure appropriate resources are available. It is not expected that this annual allocation with be spent every year.

The School Council
The School Council is required to support the intent of the legislation by ensuring that the management of the School is compliant with the legislation and has appropriate resources to engage successfully with the requirements of applicable legislation.

The Principal
The Principal will ensure that all staff are adequately trained and have the resources to meet the obligations of legislation.

Evaluation
A continual review will be conducted and reviewed for breaches of compliance and in line with current legislative requirements. Appropriate training, processes and practices will be developed or modified to meet the review conclusions.

Policy Management

The School may, from time to time, review and update this document to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

Document Control

Version	Description	Date
V1.0	Document created in 2010. Last review 2021	2021
V2.0	Reformatted	21/07/2022
V2.1	Changed Head of Business or Director of Operations. Updated Distribution Checklist. Reformatted to new School branding.	04/11/2022
V3.0	Document reviewed by the Executive Leadership Team and updated including: • Reference documents: ○ Updated title of Complaints Management in Anglican Schools Guidelines and Procedures ○ Added Records Retention Schedule ○ Privacy Officer – removed 'Paul Salter'. Refer to position of Director of Operations only.	28/02/2024
V4.0	Updated role title from Director of Operations to Director of Business and Operations and new section of Privacy disclosure.	04/12/2024 06/03/2025
V4.1	Changed Staff Portal to Ammonite in Document Checklist section. Added preamble. Content of policy not reviewed – cyclical review due in May 2027.	16/12/2025
V5.0	ASC policy review with whole change of content.	15/07/2026

Distribution Checklist

No.	Recipient	Responsible	✓
1	Document location: St Hilda's SharePoint>	Risk and Compliance Manager	✓
2	Ammonite – PDF format, all St Hilda's staff access	Risk and Compliance Manager	✓
3	St Hilda's School website sthildas.qld.edu.au	St Hilda's School marketing team marketing@sthildas.qld.edu.au	✓
4	Printed form: • Principal's office	Risk and Compliance Manager	✓

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APPENDIX 1

Standard Collection Notice

How and Why the School Collects Personal Information

1. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations.

   The School might also use artificial intelligence (AI) systems to generate your personal information. We may also collect personal information from third parties.

2. The primary purpose of collecting this information is to enable the School to provide schooling to students enrolled at the school, 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 School.

3. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School 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 School 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 School 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 School and why.

8. The Anglican Schools Commission and the Anglican Church Southern Queensland for legal, insurance and compliance purposes.

To Whom Does the School Disclose Information

9. The School may disclose personal and sensitive information for educational, legal, administrative, insurance, marketing and support purposes. This may include to:

   - other schools and teachers at those schools;
   - government departments (including for policy and funding purposes);
   - medical practitioners;
   - people providing educational, support and health services to the School, including specialist visiting teachers, sports coaches, volunteers, and counsellors;
   - organisations that assist us with fundraising;
   - providers of learning and assessment tools;
   - 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);
   - The third party providers of our information management and storage

systems (for the purpose of the providers providing services to the School in connection with the systems);
- Third party providers of the AI systems we use;
- People providing other information technology services to the School;
- People providing administrative and financial services to the School;
- Anyone you authorise the School to disclose information to; and
- anyone to whom the School is required or authorised by law, including child protection laws, to disclose the information.

10. Personal information collected from students is regularly disclosed to their parents or guardians.

11. School activities and news (including student achievements) are frequently published in the School's journals, newsletters and magazines, on our intranet, Ammonite or otherwise shared with the School 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 School 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.

12. The School may include students' and students' parents' contact details in a class list and School directory.

Overseas Storage and/or Disclosure

13. The School 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 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 School's use of on online or 'cloud' service providers is contained in the School's Privacy Policy.

14. The School uses centralised information management and storage systems (Systems) provided by third party service providers, such as Microsoft 365. Personal information is stored with an accessible by the third party service providers for the purpose of providing services to the School in connection with the Systems.

15. The School may disclose your personal information to overseas recipients in the course of providing our services. Under the Privacy Act, the School 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 School 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 School continues to assess and ensures that any overseas recipient handles your personal information in accordance with the APPs.

16. The School 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.

Your Rights and How to Complain

17. The School's Privacy Policy, accessible on the School's website, sets out how parents or students may seek access to and correction of their personal information which the School 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 School'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.

18. The School'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, Philanthropy and Community Engagement

19. The School may engage in fundraising, philanthropic and community engagement activities. Personal information collected from you may be used for the purposes of seeking donations, conducting fundraising activities, managing philanthropic programs, maintaining community relationships and supporting the School's educational, charitable and community objectives, including in connection with the St Hilda's Foundation, St Hilda's sporting clubs and St Hilda's Old Girls Association.

20. The School may undertake fundraising and related communications on behalf of the St Hilda's Foundation, St Hilda's sporting clubs and St Hilda's Old Girls Association using personal information held by the School. Personal information used for these purposes remains under the custody and control of the School and is managed in accordance with the School's Privacy Policy.

21. The School will not disclose your personal information to third parties for their own marketing purposes without your consent.

APPENDIX 2

Alumni Association Collection Notice

1. The St Hilda's Old Girls 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 School 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 St Hilda's Old Girls 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 School to assist in its fundraising activities. If you do not agree to this, please advise us now.

4. The St Hilda's Old Girls Association may publish details about you in the School's website. If you do not agree to this, you must advise us now.

5. The School's Privacy Policy, accessible on the School's website, contains details of how you may seek access to and correction of your personal information which the School has collected and holds, and how you may complain about a breach of the Australian Privacy Principles.

6. The School 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 servers which may be situated outside Australia. Further information about the School's use of on online or 'cloud' service providers is contained in the School's Privacy Policy.

7. The School uses centralised information management and storage systems (Systems) provided by third party service providers, such as Microsoft 365. Personal information is stored with an accessible by the third party service providers for the purpose of providing services to the School in connection with the Systems.

8. The School 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.

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 School and why.

Fundraising, Philanthropy and Community Engagement

10. The School may engage in fundraising, philanthropic and community engagement activities. Personal information collected from you may be used for the purposes of seeking donations, conducting fundraising activities, managing philanthropic programs, maintaining community relationships and supporting the School's educational, charitable and community objectives, including in connection with the St Hilda's Foundation, St Hilda's sporting clubs and St Hilda's Old Girls Association.

11. The School may undertake fundraising and related communications on behalf of the St Hilda's Foundation, St Hilda's sporting clubs and St Hilda's Old Girls Association using personal information held by the School. Personal information used for these purposes remains under the custody and control of the School and is managed in accordance with the School's Privacy Policy.

12. The School will not disclose your personal information to third parties for their own marketing purposes without your consent.

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APPENDIX 3

Employment Collection Notice

1. In applying for this position, you will be providing St Hildas's School personal information. We can be contacted via: website (https://www.sthildas.qld.edu.au/), address (52 High Street Southport QLD 4215) or telephone (07 5532 4922).

2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.

3. The School's Privacy Policy, accessible on the School'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 School 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.

4. We will not disclose this information to a third party without your consent unless otherwise permitted. We may disclose this information to the Anglican Schools Commission and the Anglican Church Southern Queensland lor legal, insurance, governance and compliance purposes.

5. We are required to conduct a criminal record check, collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.

6. The School 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 servers which may be situated outside Australia. Further information about the School's use of on online or 'cloud' service providers is contained in the School's Privacy Policy.

7. The School uses centralised information management and storage systems (Systems) provided by third party service providers, such as Microsoft 365. Personal information is stored with an accessible by the third party service providers for the purpose of providing services to the School in connection with the Systems.

8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why.

Fundraising, Philanthropy and Community Engagement

9. The School may engage in fundraising, philanthropic and community engagement activities. Personal information collected from you may be used for the purposes of seeking donations, conducting fundraising activities, managing philanthropic programs, maintaining community relationships and supporting the School's educational, charitable and community objectives, including in connection with the St Hilda's Foundation, St Hilda's sporting clubs and St Hilda's Old Girls Association.

10. The School may undertake fundraising and related communications on behalf of the St Hilda's Foundation, St Hilda's sporting clubs and St Hilda's Old Girls Association using personal information held by the School. Personal information used for these purposes remains under the custody and control of the School and is managed in accordance with the School's Privacy Policy.

11. The School will not disclose your personal information to third parties for their own marketing purposes without your consent.

The Corporation of the Synod of the Diocese of Brisbane trading as St Hilda's School. Registered CRICOS Provider No 00510M

APPENDIX 4

Contractor/Volunteer Collection Notice

1. In offering, applying or agreeing to provide services to the School, you will be providing St Hilda's School with personal information. We can be contacted via: : website (https://www.sthildas.qld.edu.au/), address (52 High Street Southport QLD 4215) or telephone (07 5532 4922).

2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.

3. You agree that we may store this information for the length of time specified in our documents management policy.

4. The School's Privacy Policy, accessible on the School'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 School 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.

5. We may disclose this information to the Anglican Schools Commission and the Anglican Church Southern Queensland lor legal, insurance, governance and compliance purposes.

6. We are required to conduct a criminal record check, collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.

7. The School 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 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 School's use of on online or 'cloud' service providers is contained in the School's Privacy Policy.

8. The School uses centralised information management and storage systems (Systems) provided by third party service providers, such as Microsoft 365. Personal information is stored with an accessible by the third party service providers for the purpose of providing services to the School in connection with the Systems.

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 School and why.

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