



## STANDARD COLLECTION NOTICE

1. The School collects personal information, including sensitive information about students and parents or caregivers 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 primary purpose of collecting this information is to enable the School to provide schooling to the students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in the activities of the School.
2. 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.
3. 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.
4. 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 or health reports about your child from time to time.
5. The School may disclose personal and sensitive information for educational, administrative and support purposes, including facilitating the transfer of a student to another school. This may include but is not limited to:
  - 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, music tutors, academic tutors, volunteers, and counsellors and providers of learning and assessment tools;
  - providers of learning and assessment tools;
  - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and National Assessment Program Literacy and Numeracy (NAPLAN) Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
  - anyone you authorise the School to disclose information to; and
  - anyone to whom the School is required or authorised to disclose the information by law, including child protection laws.
6. Personal information collected from students is regularly disclosed to their parents or caregivers.
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 surveillance, 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 server which may be situated outside Australia. Further information about the School's use of online or 'cloud' service providers is contained in the School's Privacy Policy.

8. The School's *Privacy Policy*, accessible on the School's website [www.inaburra.nsw.edu.au](http://www.inaburra.nsw.edu.au), sets out how parents or students may seek access to, and correction of, the personal information collected about them. There may be occasions, however, 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 School's duty of care to the student, or where students have provided information in confidence.
9. The School's *Privacy Policy* and *Grievance Policy – Parents and Students* also set out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
10. As you may know, the School from time to time engages in fundraising activities and other School-related events. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School'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.
11. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines and on our website. Photographs and videos of student activities such as sporting events, school camps and school excursions may be taken for such publications. The School will obtain permissions on enrolment from the student's parent or caregiver (and from the student if appropriate) to include such photographs or video [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet.
12. 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, that they can access that information if they wish and that the School would not disclose this information to third parties except as an emergency contact.

### Definitions:

**Personal Information** within the meaning of the Privacy Act this is information or opinion which identifies an individual or allows an individual to be identified. It can range from very detailed information, such as medical records, to other less obvious types of identifying information, such as an email address.

**Sensitive information** is a type of personal information that is given extra protection and must be treated with additional care. It includes any information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices, or criminal record. It also includes health information and biometric information.

**Health information** is a subset of sensitive information. It is any information or opinion about the health or disability of an individual, the individual's expressed wishes about the future provision of health services and a health service provided, currently or in the future, to an individual. Health information also includes personal information collected while providing a health service.