



# Standard Collection Notice

## Conditions of Information Collection

The Anglican School Googong (the School) collects personal information, including sensitive information about students and parents / guardians before and during the course of a student's enrolment at the School.

Information is collected in accordance with the following conditions.

1. The School will generally collect personal information about an individual using forms completed by parents or students, face-to-face meetings, interviews, and telephone calls.
2. In relation to personal information of students and parents, the School's primary purpose of collection is to enable it to provide schooling for the student.
3. Some of the information the School collects is to satisfy the School's legal obligations, particularly to enable it 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, Public Health and Child Protection laws with which the School complies as relevant.
5. 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 reference from another school or previous school reports.
6. The School may request medical reports about students from time to time. Health information about students is classified as sensitive information within the terms of the Australian Privacy Principles under the Privacy Act.
7. Personal information collected from students is regularly disclosed to their parents / guardians.
8. The School is permitted under legislation to provide non-educational material to a parent where the student would reasonably expect this to happen. Under the Privacy Act, the School will consider the age of the student, the nature of the information, and the student's expectations about what information might be disclosed.
9. Information would only be shared where it is legal to do so and only if necessary for the School to fulfil its functions or its legal obligations, including those of duty of care. Where personal information is shared with a third party, only the information that needs to be disclosed is shared, not necessarily all information relating to that person.

10. The School and its staff respect the confidentiality of students' and parents' personal information and the privacy of individuals. Various School policies reiterate the need for confidentiality and care in the management of personal information and sanctions exist for breach of these rules.
11. The School has in place procedures to protect the personal information it holds from misuse, loss, unauthorised access, unauthorised modification or disclosure.
12. The School's Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there may be occasions when access is denied or restricted. Such occasions would include situations 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 School's duty of care to a student.
13. Personal information held by the School may be disclosed to an organisation that assists in the School's fundraising and community building. The School will not disclose personal information to third parties for their own marketing purposes.
14. On occasion information, and related photographs, regarding academic and sporting achievements, student activities, excursions and events is published in newsletters, the annual magazine, prospectus, calendar and the School intranet. The School will seek annual permission from the student's parent/guardians for such publication.
15. The School will obtain separate permissions from the student's parents/guardian prior to publication if the School seeks to include photographs or other identifying material in promotional or advertising material for the School or otherwise make it available to the public.
16. If parents/guardians provide the School with the personal information of others, such as doctors or emergency contacts, the School encourages the parents/guardians to inform those individuals that they are disclosing that information to the School. The individuals should be informed that they can access that information if they wish and that the School does not usually disclose this information to third parties.
17. The School Privacy Policy outlines how an individual may complain about an alleged breach of privacy and how the School will deal with such a complaint.