



STANDARD COLLECTION NOTICE

215 - 233 FOSTERS RD NORTHGATE SA 5085 Ph: (08) 8261 3377 www.cedarcollege.sa.edu.au

| POLICY DOCUMENT | Collection Notice | Updated: June 2018

Standard Collection Notice

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil'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 pupils enrolled at the School, exercise its duty of care, and perform necessary associated administrative activities, which will enable pupils to take part in all 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 pupils 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 pupils from time to time.
5. At different stages of a student's schooling the School may disclose personal and sensitive information to others for educational, administrative and support purposes, including facilitating the transfer of students to another school. This includes disclosure to other schools, government departments (including for policy and funding purposes), medical practitioners and people providing services to the school, including visiting specialist teachers, sports coaches, musical instrumental tutors, counsellors, debt collectors, uniform suppliers and volunteers.
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 services relating to email, instant messaging and education and assessment applications. This personal information may reside on a cloud service provider's servers which may be situated outside Australia
7. The School's Privacy Policy, accessible on the School's website, sets out how parents or pupils 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 the pupil, or where pupils have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
8. The School's Privacy Policy also sets out how parents and pupils can make a complaint about a breach of the APPs and how the complaint will be handled.
9. The School may engage in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters and magazines, on our School Management and Student Learning systems, as well as on our website and associated social media platforms. This may include photographs and videos of pupil activities such as sporting events, school camps and school excursions. The School will obtain permissions [annually] from the pupil's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet.
11. 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 the reasons, that they can access the information if they wish, and that the School does not disclose information to third parties other than as described in this collection notice or our privacy policy.