

Personal Information Collection Statement

1. Canterbury College (the School) collects personal information, including sensitive information about current students, past students, enrolled students, prospective students, their parents/guardians and others before, during and after the course of the student's enrolment at Canterbury College.
2. The primary purpose of collecting information is to allow the School to exercise its functions and activities and ultimately provide schooling to the enrolled student. After enrolment ceases, the School may collect personal information to enable us to inform past students about School activities and to keep past students informed about other past students.
3. The School collects, uses, holds and discloses personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).
4. Legislation that governs public health and child safety requires that certain types of information be collected by the School.
5. The information that the School collects is to satisfy legal obligations and enables the School to discharge its duty of care.
6. If you object to Canterbury College's obligations under the Australian Privacy Principles, please put your concerns in writing and forward these to Canterbury College Administration.
7. The School engages in fundraising activities. Personal information collected may be used to make a marketing or fundraising appeal. The School will abide by any direction from an individual not to disclose personal information to third parties for marketing purposes.
8. The School collects health information about students. Health information is a subset of sensitive information; it is defined in the Privacy Act 1988 (Cth) and is dealt with in accordance with the APPs.
9. If the School does not obtain the information referred to above, it may not be able to enrol or continue the enrolment of the enrolled student/membership to the school's alumni association.
10. The School from time to time discloses personal and sensitive information to others for administrative, management, protection and educational purposes. This includes to other schools, government departments, the Corporation of Synod of the Diocese of Brisbane, medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches, volunteers and counsellors.

11. Personal information collected from students is generally disclosed to parents. Personal information and images (for example, sporting and academic achievements) related to current and/or past students may be published in the School newsletter, magazine, website and/or marketing materials and may be used for other School related purposes. Please inform the School in writing if information in relation to the student and/or past student is not to be used in this manner.
12. College Files contain many and varied pieces of information in relation to the enrolled student. Such files are considered confidential records. Confidential College Files are the property of Canterbury College and request for access to such Confidential College Files is dealt with at the College's discretion. This does not preclude your right to access of personal information.
13. Personal information collected may be disclosed by the School to debt collection agencies for the purpose of recovering outstanding tuition fees.
14. Parents/Alumni may seek access to personal information held by the School about them or their child. 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 School's duty of care to the pupil or where pupils have provided information in confidence.
15. Parents/Alumni may seek to have personal information corrected. Correction of personal information is dealt with in accordance with the School's Privacy Policy.
16. Parents, alumni or students may make a complaint in accordance with the School's Privacy Policy if they believe the School has breached the APPs.
17. The School may store and disclose personal information to overseas recipients, through the usage of Cloud Computing Storage or similar services. The School discloses such information in accordance with APP 8 and discloses to relevant overseas countries.
18. 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, why you are disclosing that information to the School, that they can access that information if they wish and that the School does not usually disclose information to third parties.