

Privacy Collection Notice

Standard Collection Notice

St Andrews Lutheran College takes your privacy seriously. Our full Privacy Policy <http://www.standrewslutheran.qld.edu.au/our-college/policy-procedure/> describes how we treat personal information when you interact with the College. The following Collection Notice is a "short version" of our privacy practices.

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the student and to enable them to take part in all the activities of the College.
2. The College will also exercise its right to access the credit history of parents under law.
3. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
4. Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include relevant Government and Non-Government Departments, 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 under the Privacy Act. We ask you to provide medical reports about your son/daughter from time to time.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. The College from time to time discloses personal and sensitive information or credit information to others for administrative and educational purposes, including to facilitate the transfer of a student to another College. This includes to other Colleges, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches, music tutors, volunteers and counsellors.
8. Personal information collected from students is regularly disclosed to their parents or guardians.
9. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
10. The College's Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there will be occasions 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 College's duty of care to the student, or where students have provided information in confidence.
11. The College Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
12. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College'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.
13. On occasions information such as academic and sporting achievements, student activities and similar news and photography and film footage is published in College newsletters, magazines, in multi-media presentations, on social media, school app and on our website. Photographs of student activities such as sporting events, College camps and College excursions may be taken for publication in College newsletters and magazines and on our website. The College will obtain separate permissions from the students' parent or guardian each year. If you do not agree to this please notify the Principal in writing immediately.
14. We may include students' and students' parents' contact details in a class list and College directory.
15. If you provide the College 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 College and why, that they can access that information if they wish and that the College does not usually disclose this information to third parties.
16. The College occasionally uses contractors to assist the College in its functions and discloses relevant personal information to these contractors to enable them to meet their obligations.
17. We reserve the right to enquire on any aspect of the child's attendance at a previous school.

Child/rens Name(s): _____

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____