

Standard Collection Notice

1. Somerville House (the School) collects personal information, including sensitive information about students and parents / guardians before and during the course of a student's enrolment. This may be collected electronically, in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide an education for the student and to enable them 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 it 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 the *Education (General Provisions) Act, Child Protection Act 1999* and *Public Health Act 2005*.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about your child, and/or reports from associated health professionals, from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments, medical practitioners and professionals providing services to the School, such as specialist visiting teachers, coaches, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents/guardians.
7. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia and it may disclose personal information to recipients overseas when the School sanctions overseas educational activities.
8. The School's Privacy Statement is published on the website and 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 School's duty of care to the student, or where students have provided information in confidence.
9. The School Privacy Statement also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
10. As you may know the School 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 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, magazines and on our website. Photographs of student activities such as sporting events, School camps and School excursions may be taken for publication in these as well.
The School will obtain consent from you prior to entry to the School or prior to publication.
12. We include students' and parents' contact details in a class list and School Directory but will seek your consent before doing so.
13. 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, so that they can access that information if they wish and that the School does not usually disclose this information to third party.