



## The Springfield Anglican College Privacy Collection Notice

1. The Springfield Anglican College (**College**) collects personal, including sensitive information about students, parents or guardians and family members before and during the course of a student's enrolment at the College. This information may be collected electronically, in writing or in the course of conversations. The primary purpose for collecting this information is to enable the College to provide schooling to students enrolled at the College, exercise its duty of care, perform necessary administrative activities and engage in marketing and fundraising activities, which will enable students to take part in all activities at the College.
2. 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.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include the relevant Education Acts, Child Protection and Public Health laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988* (Cth). The College may require medical reports about students from time to time and may otherwise collect sensitive information about students and their families.
5. If any personal information requested by the College is not provided, it may affect the College's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the College.
6. The College may disclose personal and sensitive information for educational, legal, administrative, marketing and support purposes. This may include to:
  - (a) other schools and teachers at those schools;
  - (b) government departments;
  - (c) medical practitioners;
  - (d) people providing educational, support and health services to the College, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools;
  - (e) third party service providers of learning and assessment tools, document and data management services, training and support services and hosting services;
  - (f) assessment and educational authorities including the Australian Curriculum Assessment and Reporting Authority and NAPLAN Test Administration Authorities (which will disclose it to the entity that manages the online platform for NAPLAN);

- (g) people providing administrative and financial services to the College;
  - (h) anyone you authorise the College to disclose information to; and
  - (i) anyone to whom the College is required or authorised by law, including child protection laws, to disclose the information.
7. Personal information collected from students is regularly disclosed to their parents or guardians.
  8. The College may use online or 'cloud' services providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to e-mail, messaging and education and assessment applications. Some limited personal information may be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about the College's use of an online or 'cloud' service provider is contained in the College's Privacy Policy, which is accessible on the College's website.
  9. The College's Privacy Policy also sets out how parents (or guardians) and students may:
    - (a) seek access to and correction of their personal information which the College has collected and holds; and
    - (b) make a complaint about a breach of the APPs and how that complaint will be handled.
  10. The College may engage in fundraising activities. Information received from you may be used to make an appeal to you and may also be disclosed to organisations that assist in the College's fundraising activities, solely for that purpose. The College 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 College newsletters and magazines, on the College's intranet and website, in College promotional material and on other College social media platforms. This may include photographs and videos of student activities such as sporting events, College camps and College excursions. The College obtains permission from the student's parents or guardians as part of the enrolment process and that permission applies for the duration of the student's enrolment at the College unless the College is notified otherwise.
  12. If you provide the College with the personal information of others, such as family members, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the College and why.

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