



College Privacy Collection Notice

1. The College collects personal information, including sensitive information about students, parents or guardians, job applicants, volunteers and contractors. This includes information provided in writing, in the course of conversation or as collected from third parties on your behalf. The primary purpose of collecting this information is to enable the College to meet its educational, administrative and duty of care responsibilities.
2. Some of the information the College collects 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 relevant Education Acts, Public Health and Child Protection laws.
4. The College may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:
 - government departments
 - third party service providers that provide online educational and assessment support services or applications (apps), which may include email and instant messaging
 - medical practitioners, and 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
 - people providing administrative and financial services to the College
 - anyone you authorise the College to disclose information to
 - anyone to whom the College is required or authorised to disclose the information to by law, including under child protection laws.
5. Failure to provide this information may present an unacceptable risk to the College and we may not proceed with our relationship with you.
6. The College may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia. The College's Privacy Policy contains further information about its use of cloud and other third-party service providers and any of their overseas locations.
7. The College's Privacy Policy is accessible via the College website or from the College office. The Policy sets out how you may seek access to, and correction of your personal information which the College 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 or may result in a breach of the College 's duty of care obligations. Any refusal will be notified in writing with reasons if appropriate.

8. The College's Privacy Policy also sets out how you can make a complaint about a breach of the APPs and how the complaint will be handled.
9. If you provide the College with the personal information of others, such as other family members, employment referees, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the College and why, that they can request access to and correction of that information if they wish and to also refer them to the College's Privacy Policy for further detail about such requests and how the College otherwise handles personal information it collects and complaints it receives.