

# **Collection Notices – Brindabella Christian College**

## ***Standard Collection Notice***

The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. This may be in writing, in the course of conversations with you or sought directly from a previous school. The primary purpose of collecting this information is to enable the College to provide schooling to the pupil and to enable them to take part in all the activities of the College. Please note the following:

- Some of the information collected is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
- Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health [and Child Protection] laws.
- Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. Medical reports about pupils may be requested from time to time.
- From time to time the College 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 people providing services to the College, including specialist visiting teachers, [sports] coaches, volunteers and counsellors.
- Personal information collected from pupils is regularly disclosed to you as their parents or guardians.
- The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia. The College uses industry standard procedures to protect this information.
- The College's Storage and Use of Information in the Community Policy sets out how parents or pupils 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 pupil, or where pupils have provided information in confidence.

- The College's Storage and Use of Information in the Community Policy also sets out processes for complaining about a breach of privacy and how the College will deal with such a complaint.
- From time to time the College engages in fundraising activities. Information received from parents may be used to make an appeal to the community. [It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose.] Personal information is not disclosed to third parties for their own marketing purposes without consent.
- On occasions information such as academic and sporting achievements, pupil activities and similar news is published in College newsletters, magazines, on the College website, on the College app and on College social media sites. Photographs of pupil activities such as sporting events, school camps and school excursions may be taken for publication in College newsletters, magazines, website, app and social media sites. Parents' business contact details may be included (on request) in a College business directory.
- Where the College is provided with the personal information of others, such as doctors or emergency contacts, parents are encouraged to inform them that that information has been disclosed to the College, that they can access that information if they wish and that the College does not usually disclose this information to third parties.

### ***Alumni Association Collection Notice***

From time to time the Alumni Association may collect personal information about past students. The primary purpose of collecting this information is to enable the College to inform past students about College activities and to keep alumni members informed about other members.

- From time to time the College engages in fundraising activities. The information received from you may be used to make an appeal to you. If you do not agree to this, please advise us now.
- The Alumni Association may publish details about you in College newsletters, magazines, on the College website, on the College app and on College social media sites. If you do not agree to this you must advise us now.

- The College's Storage and Use of Information in the Community Policy contains details of how you may seek access to personal information collected about you or how you may complain about a breach of the Australian Privacy Principles.
- The College School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.\* The College uses industry standard procedures to protect this information.
- If you provide personal information to us about other people, we encourage you to inform them of the above matters.

### ***Employment Collection Notice***

In applying for this position you will be providing Brindabella Christian College with personal information. This may be in writing, in the course of conversations with you or, may be sought directly from a previous employer.

- If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
- The College's Storage and Use of Information in the Community Policy contains details of how you may complain about a breach of the Australian Privacy Principles or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
- The College will not disclose this information to a third party without your consent.
- The College is required to ensure that you have completed a Working With Vulnerable People check and hold registration with the ACT Teacher Quality Institute. The College may also collect personal information about you in accordance with these laws.
- The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.

- If you provide the College with the personal information of others, you are encouraged 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 the information to third parties.\*

### ***Contractor / Volunteer Collection Notice***

In applying to provide services to the Brindabella Christian College, you will be providing with personal information. This may be in writing, in the course of conversations with you or, may be sought directly from a previous employer.

- If you provide the College with personal information, for example your name and address or information contained on your resume, the College will collect the information in order to assess your application. The College may also make notes and prepare a confidential report in respect of your application.
- You agree that the College may store this information beyond the term of the contract or volunteer service.
- The College's Storage and Use of Information in the Community Policy sets out how you may seek access to your personal information and how you may complain about a breach of the Australian Privacy Principles.
- The College will not disclose this information to a third party without your consent.
- The College is required to ensure that you have completed a Working With Vulnerable People check. The College may also collect personal information about you in accordance with these laws.
- The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.\*
- If you provide the College with the personal information of others, you are encouraged 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 the information to third parties.