



KNOX GRAMMAR SCHOOL STANDARD COLLECTION NOTICE

This notice has been sent to you in accordance with the requirements of the **Privacy Act 1988 (Cwth)**, and more specifically, to make you aware of Knox Grammar School's collection and handling practices in relation to personal information.

A more detailed description of our management of personal information is contained in our Privacy Policy.

Personal information and its use

Knox Grammar School collects personal information, including sensitive religious and health information, about students and parents/guardians prior to and throughout the student's enrolment at the School. The primary purpose of collecting this information is to enable Knox to provide education to its students.

Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the school to satisfy its common law duty of care to its students.

From time to time Knox collects personal and sensitive information from, and discloses personal and sensitive information to, others for administrative, medical, and educational purposes. These may include other schools, government departments, your local diocese and parish and medical practitioners. Specific information is also provided to affiliated bodies providing services to the School such as the Uniting Church, and contractors such as caterers, visiting teachers, specialist sporting coaches and volunteers.

If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.

Health information

Certain laws relating to the operation of schools require us to collect particular information. These include Public Health and Child Protection laws. The collection, use and disclosure of this information, in compliance with these laws, are permitted under the *Privacy Act*.

The National Privacy Principles contained within the Privacy Act define health information as amongst the most sensitive and intimate personal information. Knox collects from you health information about you and your child, including information regarding medical history, nutritional information, medical reports, disabilities, allergies and immunisation records. Knox treats all of this information as highly confidential. Parents and carers are asked to assist by providing any information they consider important to the School in exercising its duty of care, even if the school does not specifically ask for that information.

Accessing your information

You may request access to personal information Knox has collected about you or your child by contacting the School's Privacy Officer. Students may also seek access to information stored about them. There will be occasions where this access will be denied, such as where access would have an unreasonable impact on the privacy of others, or breach Knox' duty of care to the student, or where the student has provided the information in confidence. Students may also request access to personal information the School holds about them, subject to similar exceptions.

How the information will be used

Personal information regarding students is disclosed on a regular basis to their parents/guardians. On occasions, certain academic and sporting achievements, student activities, photos and/or images and other news may be published in school newsletters, magazines and on the School's website.

From time to time, Knox engages in fundraising and other social activities. Personal information received from you may be used to make an appeal to you. This will usually comprise your name and contact details only. Your personal information will not be disclosed to third parties for their own marketing purposes without your consent, but may be disclosed to persons or organisations that assist in the fundraising or social activities solely for that purpose. If you do not wish to receive any further marketing communications from the School and/or if you do not want your personal information provided to third parties, such as other parents, for the purpose of organising social activities, please contact the School's Privacy Officer.

We may include your and your child's contact details in year lists, School directories and similar documents for administrative purposes. These may be disclosed to other parents. If you do not want your contact details to appear on documents of this nature, please contact the School's Privacy Officer immediately.

If you provide the School with the personal information of others, such as doctors or emergency contacts, you should inform them that you are disclosing that information to the School, that they can access that information if they wish and that the School will not usually disclose their information to third parties unless required to do so (for example in an emergency situation).

We anticipate that a significant proportion of our community will make use of this facility provided by the School. By registering for any such email service, you are agreeing to participate in that service and by providing an email address to the School, you are giving permission for Knox to use that address to send information relating to the nominated service. The school does not maintain the lists manually - each user manages their own details and participation through the website. The information gathered about subscribers will only be used for the purpose it was collected and will only be shared with third parties for the purpose of delivering the service. Subscribers are able to opt out of the service at any time. A link will be at the base of each email for users to click on to remove their details from the list, or they can access their individual subscription account on the website and delete all lists. If for any reason users are unable to use either of these electronic methods, requests for the service to be cancelled can be mailed to the Website Manager, Knox Grammar School, PO Box 5008, Wahroonga 2076.

Further information

For further detail regarding Knox's compliance with the *Privacy Act*, please refer to our Privacy Policy.