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# STANDARD COLLECTION NOTICE

This notice has been sent to you in accordance with the requirements of the *Privacy Act 1988 (Commonwealth)* 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 ('Knox'/'the 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 and to enable them to take part in all the activities of the School.

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, volunteers and counsellors.

Personal information collected from pupils is regularly disclosed to their parents or guardians.

The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

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 relation to the operation of schools require us to collect particular information. These include relevant Education Acts, 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 Australian Privacy Principles contained with 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, medial 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, breach Knox's duty of care to the student or 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 student achievements, student activities, photos and/or images and other news is published in School newsletters and magazines, on the School's website, in marketing and promotional materials, in the media and in digital media.

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 you 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 (the Media Communications Manager) 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 so (for example in an emergency situation).

## **Further Information**

For further detail regarding Knox's commitment to privacy, please refer to our *Privacy Policy* or contact our Privacy Officer (the Media Communications Manager), by contacting Knox Switch on +61 2 9487 0122.

*Updated January 2016*