

Standard Collection Notice

1. Newstead Christian School (The School) collects personal information, including sensitive information about students and parents or carers, before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide education to the student and to enable them to take part in all the activities of the School.
2. Some of the information we collect will be to satisfy the School's legal obligations, particularly to enable the School 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, Public Health and Child Protection laws.
3. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may need to ask you to provide medical reports about your students.
4. The School may disclose personal and sensitive information to others for administrative and educational purposes, including facilitating the transfer of a student to another school. Information disclosed would be to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches, volunteers and counsellors. Personal information collected may also be disclosed by the School to debt collection agencies for the purpose of recovering outstanding tuition fees.
5. Personal information collected from students is regularly disclosed to their parents or carers.
6. The School stores personal information in the Cloud which may mean that it may reside on servers which are situated outside of Australia. All Cloud servers used utilize the highest ISO Security Controls standards.
7. The School's Privacy Policy sets out how parents or students 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 School's duty of care to the student, or where students have provided information in

confidence. Access to personal information is dealt with in accordance with the School's Privacy Policy

8. The School's Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
9. On occasion, Photographs and information such as academic and sporting achievements, student activities and similar news is included in School publications, on social media and on our website. The School will obtain permission from the student's parent or carer as part of the enrolment process.
10. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish & that the School does not usually disclose this information to third parties.
11. Parents may seek to have personal information corrected. Correction of personal information is dealt with in accordance with the School's Privacy Policy.