



Standard Collection Notice

<i>Policy designation</i>	<i>PO501EXE1121-36</i>	<i>Policy audience</i>	<i>Public Facing</i>
<i>Approval date</i>	<i>11/11/2021</i>	<i>Document owner</i>	<i>Privacy Officer</i>
<i>Released to audience</i>	<i>12/11/2021</i>	<i>Version</i>	<i>2.0</i>
<i>Review date</i>	<i>10/11/2024</i>	<i>Approval authority</i>	<i>Executive</i>

This Collection Notice explains in general terms how the School protects the privacy of the personal information it collects when enrolling and providing educational services to students at the School. In providing the School with personal information, the student's parent or guardian and in some instances the student themselves, acknowledge and consent to the collection, use and disclosure of that information in the manner set out below, unless otherwise stated.

1. The School collects personal information, including sensitive information about students and parents or guardians and family members 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 meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the School.
2. Some of the information the School collects is to satisfy the School's legal obligations, particularly to enable the School 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 and Public Health and Child Protection laws.
4. The School may request medical reports and health information about students from time to time to discharge its legal duty of care to the student and to other students and staff. This includes a student's asthma and anaphylaxis action plans, as well as any other health or medical information which is reasonably likely to impact on the School's ability to provide educational, first aid and related services.
5. A student's health and medical information will be disseminated and used within the School to best meet the School's duty of care responsibilities. This may include the use of photographs with health action plans to facilitate the identification of students who may be at heightened risk.

Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988.



6. The School 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;
 - Federal and State government departments and agencies acting on behalf of the government e.g. for financial, grant and audit purposes;
 - third party service providers that provide online educational and assessment support services or applications (apps), which may include email and instant messaging;
 - School systems, including MyStrathcona, Parent Portal, EdSmart and Office365;
 - another school to facilitate the transfer of a student;
 - medical practitioners, and people providing educational support and health services to the School, including specialist visiting teachers, sports coaches, volunteers, School Psychologists and providers of learning and assessment tools;
 - State and Commonwealth Governments to meet the School's responsibilities under the Australian Education Regulation 2013 (Regulation) and the Australian Education Act 2013 (Cth) (AE Act) relating to students with a disability, including ongoing evaluation of funding adequacy for individual students;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority;
 - people providing administrative and financial services to the School;
 - anyone the School has been authorised to disclose information to; and
 - anyone to whom the School is required or authorised to disclose the information to by law, including under child protection laws.
7. The school is required by the Federal Australian Education Regulation (2013) and Australian Education Act 2013 (Cth) (AE Act) to collect and disclose certain information under the Nationally Consistent Collection of Data (NCCD) on students with a disability. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any students. `
8. Personal information (eg. Progressive academic results, health centre admission etc) collected from students is regularly disclosed to their parents or guardians.
9. If this information is not provided to us, the School views this as an unacceptable risk and will not proceed with the enrolment.



10. The School will engage in fundraising activities from time to time. Information received may be used for these purposes. It may also be disclosed to the School's Parent & Friends Association who assist in the fundraising activities of the School. Personal information will not be disclosed to third parties for their own marketing purposes without prior consent.
11. The School 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 School's Privacy Policy contains further information about its use of cloud and other third-party service providers and any of their overseas locations.
12. The School makes reasonable efforts to be satisfied about the protection of any personal information that may be collected, processed and stored outside Australia in connection with any cloud and third party services and will endeavour to ensure it will be located in countries with substantially similar protections as the APPs.
13. The School's Privacy Policy is accessible via the School website or from the School office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which the School 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 School's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
14. The School's Privacy Policy also sets out how parents, guardians, students and their family can make a complaint about a breach of the APPs and how the complaint will be handled.
15. On occasions information such as academic and sporting achievements, student activities and similar news is published in the School's newsletters and magazines, on physical displays throughout the sShool and on our intranet. This may include photographs and videos of student activities such as sporting events, School camps and School excursions.

The School will obtain separate permissions from the student's parent or guardian (and from the student if appropriate) prior to including such photographs or videos or other identifying material in our promotional material or otherwise making this material available to the public, such as on the internet.

The school may obtain permissions annually, or as part of the enrolment process. Permissions obtained at enrolment may apply for the duration of the student's enrolment at the school unless the school is notified otherwise. Annually, the school will remind parents and guardians to notify the school if they wish to vary the permissions previously provided.



Strathcona

GIRLS GRAMMAR

The School will obtain separate permissions from the student's parent or guardian prior to including personal information on class lists or school directories.

16. If personal information of others are provided, such as other family members, doctors or emergency contacts, it is encouraged that these people are notified and informed of the School's Privacy Policy and this Standard Collection Notice.