



## ENROLMENT – Standard Collection Notice

Calrossy Anglican School (CAS) collects personal information, including sensitive information about students and parent/guardian(s) 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 CAS to provide comprehensive services to parent/guardian(s) and enrolled students, exercise our duty of care and perform necessary associated administrative activities, which will enable students to take part in all undertakings of the school.

Some of the information we collect is 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, and Public Health and Child Protection laws.

Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about your child(ren).

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

The School may disclose personal and sensitive information to others for educational, administrative and support purposes. This may include:

Other schools and teachers, government departments and agencies medical practitioners, and people providing educational, support and health services to CAS, including specialist visiting teachers, sports coaches, volunteers and counsellors and providers of learning and assessment tools, assessment and educational authorities, representatives from organisations providing administrative and financial services to CAS, anyone you authorise the school to disclose information to, anyone to whom the school is required or authorised to disclose the information to by law, including child protection laws.

Personal information collected from students is regularly disclosed to their parents/guardian(s). On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines and on our website. Photographs of student activities such as sporting events, school camps, school performances and school excursions may be taken for publication in School newsletters and magazines and on our intranet, website and Facebook. The School will obtain separate permissions from the students' parent/guardian(s) prior to publication if we would like to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as on the internet.

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. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.



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At times, CAS engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We may include student(s) and parent/guardian(s) contact details in a class list and School directory. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

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 and that the School does not usually disclose this information to third parties

The school may use online of "cloud" service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the school's use of online or "cloud" service providers is contained in the school's privacy policy.