



Staines Memorial College

"Building a Community for Eternity"

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STANDARD COLLECTION NOTICE

(Under The Privacy Act)

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide for your son/daughter.
2. Some of the information we collect is to satisfy the College's legal obligations particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of Colleges require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other Colleges (when students transfer), government departments, medical practitioners and people providing services to the College, including specialist visiting teachers, sport coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in College newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Pupils may also seek personal information about themselves. However, there will be occasions when access is denied. Such occasions would include where access would have been an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know the College from time to time engages in fund raising activities. Information received from you may be used to make an appeal to you. (It may be disclosed to organisations that assist in the Colleges fundraising activities solely for that purpose). We will not disclose our personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and College directory. If you do not agree to this you must advise us now.
11. If you provide the College with personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.