

Standard Information Collection Notice

1. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment. 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 schooling to the student and to enable them to take part in the activities of the School.
2. 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.
3. 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.
4. 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 students from time to time.
5. The School, from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches, volunteers and counsellors.
6. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
7. Personal information collected from students is regularly disclosed to their parents or guardians.
8. Covenant Christian School's Privacy Policy sets out how parents may seek access to personal information collected about themselves and their child. Students may seek access to personal information collected about themselves. 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.
9. 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.
10. The School, from time to time, 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 will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions, information such as academic and sporting achievements, student activities and similar news is published in school newsletters, magazines and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for and published in the School's newsletters, magazines, website or any other marketing material. **You must advise us if you do not wish photos of your child to appear in such publications or on the school website.**
12. We may include student and parents' contact details in a class list. **If you do not agree to this you must advise us now.**
13. 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 and why, that they can access that information if they wish, and that the school does not usually disclose this information to third parties.
14. As a Christian community concerned for its members, staff, students and parents regularly pray for each other. At times this will involve disclosing personal and sensitive information, such as illness, accident, birth or engagement, to others. **If you give us such information but do not want it used in this way, please advise us at the time of notification.**
15. Copies of Covenant Christian School's Privacy Policy are available on the school website or from the School Office.