PRIVACY POLICY

1. Before, and during the course of a student's enrolment at the School, the School may require personal information, including sensitive information about pupils and parents or guardians. The primary purpose of collecting this information is to enable the School to administer educational services for your child. The School protects the information it holds about students and parents against loss, misuse, unauthorized access or disclosure by way of locked filing cabinets for paper documents, and password protected access for computer files.

2. If we do not obtain the information referred to in this policy, your child may be excluded from some aspects of school life, and we may not be able to enroll or continue the enrolment of your child.

3. Information will generally be collected by way of forms filled out by the Student or Parent(s), face to face meetings, or over the telephone. On occasion, information may be provided by a third party such as another School, Government Agency, or Medical Professional.

4. Health information is regarded as sensitive information under the Federal Privacy Act 1998. We may ask you to occasionally provide medical reports about your child.

5. The School is required by law to comply with Public Health and Child Protection Laws, which necessitate the collection of certain information to enable the School to discharge its duty of care.

6. From time to time the School may seek from, and or discloses to third parties, personal information which may be of a sensitive nature for administrative, educational and pastoral purposes. Third parties may include other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sporting coaches and volunteers.

7. In relation to your enrolment application, the School may, at its sole discretion, seek information from, and disclose information to other schools, or financial institutions named in your application for the purpose of assessing your application.

8. In the event that the Parent or Guardian is in default in relation to the payment of school fees, the School may disclose contact details and account status information to a third party for the purpose of collecting outstanding accounts.

9. The School regularly engages the services of a professional photographer to take photographs of the students which are available for your purchase. In addition, the School will occasionally take photographs of various activities around the School for inclusion in school publications and on the school website. If for any reason you do not give consent for photographs of your child to be used in this manner, you must notify the School in writing.

10. From time to time, we may disclose images, or information relating to our students’ achievements in school newsletters, magazines, and on our website. There may also be occasions where aspects of student life are broadcast on other public media.

11. Where you have provided emergency contact details of others, such as doctors, you should inform them of that fact, and let them know that they are able to access that information if they wish.

12. Subject to part 14 of this agreement, in situations where parents are separated, it is the policy of the School to release school reports to both parents, and allow both parents to attend parent teacher interviews upon request.

13. Parents or students may seek access to their own personal information collected by the School by requesting access in writing to the School. However, there will be some occasions when access is denied, such as:
   (i) When access would have an unreasonable impact on the privacy of others,
   (ii) Where access may result in a breach of the School’s duty of care to the pupil;
   (iii) Where pupils have provided information in confidence
(iv) Where access to the information would contravene to an order made by a competent authority (eg a Court)

14. We will not disclose your personal information to third parties for their own marketing purposes; however we may keep records of your contact information for the purpose of appealing to you directly, or via an organisation that is assisting us in a fundraising activity.

I/We hereby certify that I/we have read the above Privacy Policy and give consent to the School to collect and disseminate personal and sensitive information in accordance with this Policy for the duration of the enrolment of my / our child at the School.