



Student Name	Parent /Guardian Name	Parent/Guardian Signature	Date

UNDER COMMONWEALTH PRIVACY ACT COLLECTION NOTICE

1. The College may collect personal information, including sensitive information about pupils and parents or guardians before and or 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 the appropriate care for your son/daughter whilst at the College.
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 and fulfil the Government's Data requirements.
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. Information about a pupil's health is a confidential matter within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports about son/daughter from time to time and will treat the information with care and confidentiality.
5. The College from time to time may be required to disclose personal and sensitive information to others. This includes to other schools, government departments, medical practitioners and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.
6. If we do not obtain the information referred to above, we may not be able to continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions such as academic and sporting achievements, pupil activities, photographs and other news is published in College newsletters, magazines, displayed on classroom notice boards, College noticeboard and may be included on our web site and Facebook page.

If you do not wish the College to disclose and/or publish information on your child, please specify details below:

8. Parents may seek access to the personal information collected about them and their son/daughter by contacting the College. Pupils may also seek access to the information about themselves. However, there will be occasions where access is denied. Such occasions would include where release would have an unreasonable impact on the privacy of others or where release may result in a breach of the College's duty of care to another pupil.
9. The College engages in fundraising activities. The information received by the College may be used to make an appeal to you.
10. If you provide the College with the personal information of others, such as doctors or emergency contacts, you should inform them that you are disclosing that information to the College. You should also inform them that they can access that information if they wish and that the College does not usually disclose the information to third parties.
11. Your contact details and email address may be provided each year to the College Class Parents. The purpose of this is to invite you to various class activities organised outside of the College. **If you do not agree, please advise us now.**