



SUNRISE
Christian School

Privacy Policy



Educating hearts and minds in wisdom and understanding

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1. Purpose and Scope

This Privacy Policy (the Policy) sets out how Sunrise Christian School and Sunrise Christian School Whyalla (the School) manages personal information and rights in relation to your personal information, including how to make a complaint and how we deal with complaints.

The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988 (Privacy Act). In relation to health records, the School is also bound by the Health Privacy Principles which are contained in the South Australian Public Health Act 2011.

Under the Privacy Act, the Australian Privacy Principles do not apply to certain treatment of an employee record. As a result, this Privacy Policy does not apply to the School's treatment of an employee record held by the School, where the treatment is directly related to a current or former employment relationship between the School and the employee.

The School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

The Policy applies to employees, volunteers, contractors, students, and wider members of the School community (collectively referred to throughout the Policy as workers and personnel). Workers and personnel must meet all requirements in accordance with this policy, which is accessible to all members of the School community via the school website and/or on request.

2. Vision and Values

Sunrise Christian School is a faith-based learning community committed to providing a welcoming, family orientated and Christ centred learning environment where hearts and minds are educated in wisdom and understanding and students are inspired, engaged and empowered to reach their full God given potential.

In close partnership with God, parents, families and the wider community, Sunrise Christian School acts as an extension of the Christian home and seeks to nurture generations of social influencers and disciples of faith who demonstrate strong Christian character, integrity and compassion.

The School is called to minister to the body of Christ, uphold Christian principles, be a light to Australia and the nations, minister the gospel of Jesus Christ and teach and train children

in all aspects of life with God at the centre of everything. Sunrise Christian School is committed to developing each student's God given talents so they may serve firstly God and then mankind, enriching the communities in which they live.

This Policy aligns with the core values of Sunrise Christian School including Biblically based foundations, Discipleship, Christ- centred learning, Partnership with God, Parents, Family and Community, Character Development and Excellence.

All students, workers and personnel will be made aware of the School vision and values, for instance staff and volunteers will have this included in their induction, and all members of the community will have access to it via the school website <https://www.sunrise.sa.edu.au>, internal platforms and on request.

3. Definitions

Doxxing

Using a carriage service (such as the internet) to intentionally publish or distribute personal data in a way that is menacing or harassing. This can result in up to 7 years imprisonment (eSafety Commissioner 2025).

Health Information

Health Information is a subset of sensitive information – any information or opinion about the health or disability of an individual, the individual's expressed wishes about the future provision of health services and a health service provided, currently or in the future, to an individual that is also personal information. Health information also includes personal information collected in the course of providing a health service.

Parents

This document refers to parents as the legal guardians and/or carers of a child. This could include birth or adoptive parents, step-parents, guardians, grandparents, or other family members.

Personal Information

Personal Information means information or an opinion whether true or not true, about an individual and that identifies or reasonably identifies the individual, regardless of its source and whether the information is recorded in a material form or not.

Sensitive Information

Sensitive Information is a type of information that is given extra protection and must be treated with additional care. It can include information or opinion about an individual's racial or ethnic origin, political opinions, membership of a professional association, religious

beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices, or criminal record. It can include health information and biometric information. This information will be used only for the purpose for which it was provided or a directly related secondary purpose, unless an individual or parent agrees otherwise or unless the disclosure is allowed by law.

Records

The Privacy Act regulates personal information contained in a 'record'. A 'record' includes a 'document' or an 'electronic or other device'. A 'document' is defined to include anything on which there is writing, anything from which sounds, images or writings can be reproduced, drawings or photographs.

4. Kinds of personal information we collect

The types of information the School collects include (but is not limited to) personal information, including health and other sensitive information, about:

1. Students and parents before, during and after the course of a student's enrolment at the School, including:
 - name, contact details (including next of kin), date of birth, gender, language, background, previous school and religion;
 - parents' education, occupation, language spoken at home, nationality and country of birth;
 - health information (e.g., details of disability and/or allergies, dietary requirements, absence notes, immunisation details, medical reports and names of doctors);
 - financial information;
 - results of assignments, tests and examinations;
 - conduct and complaint records, or other behaviour notes, and school reports;
 - information about referrals to government welfare agencies;
 - counselling reports;
 - health fund details and Medicare number;
 - any Family Court orders;
 - criminal records;
 - volunteering information; and
 - photos and videos at School events;

2. Job applicants, staff members, volunteers and contractors, including:
 - name, contact details (including next of kin), date of birth, and religion;
 - information on job application;
 - professional development history;

- salary and payment information, including superannuation details;
 - health information (e.g., details of disability and/or allergies, and medical certificates);
 - complaint records and investigation reports;
 - leave details;
 - photos and videos at School events;
 - workplace surveillance information; and
 - work emails and private emails (when using work email address) and Internet browsing history; and
3. Other people who come into contact with the School, including name and contact details and any other information necessary for the particular contact with the School.

5. How we collect personal information

Personal information you provide: The School generally collects personal information about an individual directly from the individual (or their Parent in the case of students). This includes by way of forms, face-to-face meetings and interviews, emails and telephone calls. On occasion, people other than Parents and students provide personal information.

Personal information provided by other people: In some circumstances the School may be provided with personal information about an individual from a third party, for example a report provided by a medical professional, a reference from another school or a referee for a job applicant. If a student transfers to a new school, the new school may collect personal information about the student from the student's previous school to facilitate the transfer of the student.

Personal information generated by artificial intelligence (AI) systems: We might also collect personal information by using AI systems to generate it. The kinds of personal information that may be generated by AI systems include those set out above under the heading 'Kinds of personal information we collect'.

Personal information from other sources: We may also collect personal information through surveillance activities (such as CCTV security cameras) and student email monitoring.

Exception in relation to employee records: Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the School's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the School and employee.

6. Information Usage

The purposes for which the School collects, uses and discloses personal information depend on our relationship with you and include the following:

Students and Parents:

- providing schooling and school activities;
- satisfying the needs of Parents, the needs of students and the needs of the School throughout the whole period a student is enrolled at the School;
- making required reports to government authorities;
- keeping Parents informed about matters related to their child's schooling, through correspondence, apps, newsletters and magazines;
- day-to-day administration of the School;
- looking after students' educational, social and health wellbeing;
- seeking donations for the School (see the 'Fundraising' section of this Privacy Policy); and
- to satisfy the School's legal obligations and allow the School to discharge its duty of care.

In some cases where the School requests personal information about a student or Parent, if the information requested is not provided, the School may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

Volunteers:

- to contact you about, and administer, the volunteer position;
- for insurance purposes; and
- satisfying the School's legal obligations, for example, in relation to child protection legislation.

Job applicants and contractors:

- assessing and (if successful) engaging the applicant or contractor;
- administering the individual's employment or contract;
- seeking donations for the School (see the 'Fundraising' section of this Privacy Policy);
- for insurance purposes; and
- satisfying the School's legal obligations, for example, in relation to child protection legislation.

Marketing and Fundraising:

Personal information held by the School may be used to make an appeal to them and disclosed to organisations that assist in the School's fundraising, for example,

the Parent Group. School publications, such as newsletters, magazines and yearbooks, which include personal information, may also be used for marketing purposes.

7. Who we disclose personal information to

The School may disclose personal information, including sensitive information, for educational, care and administrative purposes, and to seek support and advice. This may include to:

- the Association of Independent Schools of South Australia (AISSA);
- insurers
- other schools and teachers at those schools, including a new school to which a student transfers to facilitate the transfer of the student;
- government departments (including for policy and funding purposes);
- medical practitioners;
- people providing educational, support and health services to the School, including specialist visiting teachers, sports coaches, volunteers, and counsellors;
- organisations that assist us with fundraising (see the 'Fundraising' section of this Privacy Policy);
- providers of specialist advisory services and assistance to the School, including in the area of Human Resources, child protection, students with additional needs and for the purpose of administering our learning management and ensuring their proper use (see further the section below 'Sending and storing information overseas');
- providers of learning and assessment tools;
- school-approved competitions;
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
- agencies and organisations to whom we are required to disclose personal information for education, funding and research purposes;
- people providing administrative and financial services to the School;
- the provider of our information management and storage system and other information technology services;

- recipients of School publications, such as newsletters and magazines;
- students' parents;
- third party providers of the AI systems we use;
- anyone you authorise the School to disclose information to; and
- anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.

8. How we store personal information

We store your personal information in hard copy and electronically. We use information management and storage systems provided by third party service providers. Personal information is confidentially stored with and accessible by the third party service providers for the purpose of providing services to the School in connection with the systems.

The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information. See further the section below 'Sending and storing information overseas.'

9. Sending and storing information overseas

The School may disclose personal information about an individual to overseas recipients in certain circumstances, for instance, to facilitate a school exchange. As far as is practicable, the School endeavours to utilise onshore service providers.

The School may use online or '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 and provide technical support. This personal information may be stored in the 'cloud' which means that it may reside on a cloud service provider's servers which may be situated outside Australia.

An example of such a cloud service provider is Microsoft. Microsoft stores and processes limited personal information for this purpose. School personnel and its authorised service providers may have the ability to access, monitor, use or disclose emails, communications (e.g., instant messaging), documents and associated administrative data for the purposes of administering software systems and ensuring their proper use.

10. Fundraising and Marketing

The School treats seeking donations for the future growth and development of the School (e.g. School Building Fund as an important part of ensuring that the School continues to provide a quality learning environment in which both students and staff thrive). Your personal information may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities. If parents do not want to receive fundraising communications from the School, the parent can contact the School Front Office.

11. Security of personal information

The School is committed to ensuring personal information is handled with vigilance, preventing any use that could constitute a 'serious invasion of privacy' (*Privacy Act 1988*, Schedule 2—Statutory Tort for Serious Invasions of Privacy). The School acknowledges doxxing as a serious offence and the intentional exposure of personal information is considered a criminal act.

The School has in place steps to protect the personal information the School holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

These steps include:

- Restricting access to information on the School databases on a need-to-know basis with different levels of security being allocated to staff based on their roles and responsibilities and security profile.
- Ensuring all staff are aware that they are not to reveal or share personal passwords.
- Ensuring where personal and health information is stored in hard copy files that these files are stored in lockable filing cabinets in lockable rooms. Access to these records is restricted to staff on a need-to-know basis.
- Implementing physical security measures around the School buildings and grounds to prevent break-ins.
- Implementing ICT security systems, policies and procedures, designed to protect personal information storage on our computer networks.
- Implementing human resources policies and procedures, such as email and internet usage, confidentiality and document security policies, designed to ensure that staff follow correct protocols when handling personal information.

- Undertaking due diligence with respect to third party service providers who may have access to personal information, including cloud service providers, to ensure as far as practicable that they are compliant with the Australian Privacy Principles or a similar privacy regime. This may be done in conjunction with Safer Technologies 4 Schools (ST4S) who evaluate digital products and services against a nationally consistent security and privacy control framework (ST4S, 2025).

12. Access and correction of personal information

Under the Commonwealth Privacy Act an individual has the right to seek access to, and/or correction of, any personal information which the School holds about them. Students will generally be able to access and update their personal information through their Parents, but older students may seek access and correction themselves.

There are some exceptions to these rights set out in the applicable legislation. To make a request to access, update or correct any personal information the School holds about a parent or child, the School Front Office can be contacted. The School may require you to verify your identity and specify what information you require. The School may charge a reasonable fee for giving access to your personal information (but will not charge for the making of the request or to correct your personal information). If the information sought is extensive, the School will advise the likely cost in advance.

To ensure Duty of Care is upheld, information may not be shared in cases where there are legal requirements, including court orders, in place.

If the School refuses a request, it will provide you with written notice explaining the reasons for refusal (unless, in light of the grounds for refusing, it would be unreasonable to provide reasons) and how to complain.

13. Consent and rights of access to the personal information of students

The School respects every Parent's right to make decisions concerning their child's education.

Generally, the School will refer any requests for consent and notices in relation to the personal information of a student to the student's Parents. Usually, the School will treat consent given by Parents as consent given on behalf of the student, and notice to Parents will act as notice given to the student.

Parents may seek access to personal information held by the School about them or their child by contacting the School Front Office. However, there may be occasions when

access is denied. Such occasions may include (but are not limited to) where the School believes the student has capacity to consent and the School is not permitted to disclose the information to the Parent without the student's consent, where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the School's duty of care to the student.

The School may, at its discretion, on the request of a student grant that student access to information held by the School about them, or allow a student to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances warrant it.

14. Student Counselling & Wellbeing Disclosure Statement to Students

The School may, at its discretion, on the request of a student grant that student access to information held by the School about them, or allow a student to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances warranted it.

The School provides counselling, wellbeing and student mentoring services for its students as part of its pastoral care program. These are provided through chaplains and student mentors employed by the School. Students are encouraged to make use of these services if they need assistance.

Use of these services is subject to the below:

1. Records will be made of chaplain counselling and wellbeing sessions. As chaplains and student mentors, are staff of the School, those records belong to the School, not the staff member.
2. The School is very conscious of the need for confidentiality between staff and students. However, at times it may be necessary for the chaplain or student mentor to divulge the contents of discussions or records to the Principal if the Principal, chaplain or student mentor considers it necessary for the student's welfare to discharge the School's duty of care to the student.
3. It is also possible that the Principal may need to disclose aspects of discussions with the chaplain, student mentors or others in order to assist the student.
4. Where a disclosure is made, it would be limited to those who need to know, unless the student consents to some wider disclosure.

If a student is not prepared to use Wellbeing Staff on the basis set out above, the student will need to obtain counselling or similar services from outside the School.

15. Enquiries and Complaints

If a parent would like further information about the way the School manages the personal information it holds, or wish to complain that the School has breached the Australian Privacy Principles the School Front Office can be contacted. The School will investigate any complaint and will notify the parent of the making of a decision in relation to the complaint as soon as is practicable after it has been made.

If the parent is not satisfied with the response, they may complain to the Office of the Australian Information Commissioner (OAIC) via the OAIC website, www.oaic.gov.au.

16. Additional Resources

Related Policies and Procedures

IT, Social Media and Workplace Policy
Standard Collection Notice
Employment Collection Notice
Contractor and Volunteers Collection Notice
Photo and Video Policy

Legislative

[Privacy Act 1988](#)
[Privacy Amendment \(Enhancing Privacy Protection\) Act 2012](#)
[South Australian Public Health Act 2011](#)
[Surveillance Devices Act 2016 \(SA\)](#)
[Australian Privacy Principles 2022](#)

References

AISSA (2025), *Privacy Compliance Manual*, accessed 27 November, 2025.

eSafety Commissioner (2025), *Doxing*, <https://www.esafety.gov.au/industry/tech-trends-and-challenges/doxing> accessed 6 November, 2025.

ST4S (2025), *Safer Technologies 4 Schools*, <https://st4s.edu.au/> accessed 6 November, 2025.

Appendix 1 – Standard Collection Notice (for parents and students)

This notice explains how Sunrise Christian School and Sunrise Christian School Whyalla (the School) handles the personal information of students and parents or guardians (together **you**). The School is governed by Adelaide Christian Schools. References to the School (and **we, our**) include the CEO.

How and Why does the School Collect Personal Information?

1. The School collects personal information about you before and during the course of a student's enrolment at the School. This may be in writing, through technology systems (including CCTV) or in the course of conversations. CCTV surveillance camera footage may be recorded on School grounds for the purpose of additional supervision, security, and to assist with behaviour management. We might also use artificial intelligence (AI) systems to collate or analyse your personal information. The types of personal information the School collects include sensitive information, which includes health information.
2. The primary purpose of collecting personal information is to enable the School to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the School.
3. The School has legal obligations which require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws, as well as the School's duty of care to students.
4. A student's enrolment may be delayed or prevented if the School cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
5. 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.
6. 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.

To Whom Does the School Disclose Information?

7. The School may disclose your personal and sensitive information for educational, care and administrative purposes, and to seek support and advice. This may include to:
 - other schools and teachers at those schools, including a new school to which a student transfers, to facilitate the transfer of the student (see also para 12 below);
 - government departments (including for policy and funding purposes);
 - Adelaide Christian Schools;
 - The Association of Independent Schools of South Australia (AISSA);
 - Insurers;
 - medical practitioners;
 - people providing educational, support and health services to the School, including specialist visiting teachers, specialist advisors, [sports] coaches, volunteers, and counsellors;
 - organisations that assist us with fundraising and marketing
 - providers of learning and assessment tools; school-approved competitions,
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - the third party providers of our information management and storage systems (for the purpose of the providers providing services to the School in connection with the systems);
 - people providing other information technology services to the School (see also para 9 below)
 - people providing administrative and financial services to the School;
 - anyone you authorise the School to disclose information to; and
 - anyone to whom the School is required or authorised to disclose the information to by law, including child protection laws.
8. Personal information collected from students is regularly disclosed to their parents.
9. The School may engage 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, such as the Parent Group, solely for that purpose.

10. School activities and news (including student achievements) are frequently published in the School's newsletters, magazines and yearbooks, uploaded to our intranet, website, app, social media, School parent platforms or otherwise shared with the School community (current, future and past students, parents and teachers). This may include personal information (including photographs and videos) of students and parents involved in School activities such as academic and sporting events, achievements, concerts, plays, school camps and school excursions. The School obtains permissions to include photographs or videos (or other identifying material) of students (or parents) in our promotional material. For more information, please refer to the *Photo and Video Policy*.
11. We may include students' and students' parents' contact details in a class list and School directory.
12. The School uses centralised information management and storage systems (Systems). These Systems are provided by various third party service providers. Personal information is stored with and accessible by these providers for the purpose of providing services to the School in connection with the Systems.

Overseas Storage and/or Disclosure

13. The School may use online or '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 personal information may be provided to these service providers to enable them to authenticate users that access their services, and for technical support. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. As far as is practicable, the School endeavours to utilise onshore service providers. Further information about the School's use of online or 'cloud' service providers is contained in the School's *Privacy Policy*.

Fundraising

14. The School may engage in fundraising activities. Your personal information 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.

Enrolment Applications with Adelaide Christian Schools (ACS)

15. If you make an enrolment application to another School within our network, personal information provided during the application stage may be collected from, or shared with, the other School. This personal information may include sensitive information and is used for the purpose of considering and administering the enrolment of the student within the network.

Your Rights and How to Complain

16. The School's Privacy Policy, accessible on the School's website, sets out how you can:

- seek access to and correction of your personal information which the School holds; and
- make a privacy complaint and how we will handle the complaint.

Appendix 2 – Employment Collection Notice (for job applicants and staff)

1. In order to assess your application for employment, Sunrise Christian School and Sunrise Christian School Whyalla (the School) collects your personal information. If we cannot collect some of your personal information, we may be limited in our ability to assess your application.
2. The School collects personal information about you before and during the course of your employment at the School. This may be in writing, through technology systems (including CCTV) or in the course of conversations. CCTV surveillance camera footage may be recorded on School grounds for the purpose of security, Work, Health and Safety, and in the management of critical or serious incidents. We might also use artificial intelligence (AI) systems to collate or analyse your personal information. The types of personal information the School collects include sensitive information, which includes health information.
3. We collect your personal information directly from you (including from your job application) as well as from other sources (such as your referees and the results of Working With Children Checks and criminal background checks) to assess your application for employment. We might also use artificial intelligence (AI) systems to collate and analyse your personal information. We may keep your information on file if your application is unsuccessful in case another position becomes available.

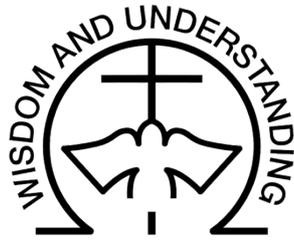
4. We are required to conduct, or obtain a copy of, a Working with Children Check to collect information regarding whether you are or have been the subject of an AVO (Apprehended Violence Order) or an Intervention Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.
5. The School uses centralised information management and storage systems (Systems) managed by third party providers. Personal information is stored with and may be disclosed to these third party service providers for the purpose of providing services to the School in connection with the Systems.
6. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as email services. Some limited personal information may be provided to these service providers to enable them to authenticate users that access their services and provide technical support. 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 on online or 'cloud' service providers is contained in the School's *Privacy Policy*.
7. The School's *Privacy Policy*, accessible on the School's website, contains details of how you may seek access to and correction of your personal information which the School holds, as well as how you can make a privacy complaint and how we will handle the complaint.
8. If you provide us with the personal information of others (e.g. referees), we encourage you to inform them that you are disclosing that information to the School and why.

Appendix 3 – Contractor Collection Notice

1. In order to assess your application to provide services to the School, and to administer our ongoing relationship with you, Sunrise Christian School and Sunrise Christian School Whyalla collects your personal information. If we cannot collect some of your personal information, we may be limited in our ability to assess your application or to permit you to continue providing services to us. We may make notes and prepare a confidential report in respect of your application.
2. We collect your personal information directly from you (including from your contract agreement), as well as from other sources (such as your referees and the results of

criminal background and Working With Children Checks). We might also use artificial intelligence (AI) systems to collate and analyse your personal information.

3. You agree that we may store this information for the duration of your contract or longer if deemed necessary.
4. We are required to conduct, or obtain a copy of, a Working with Children Check to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection law. We may also collect other personal information about you in accordance with these laws
5. The School uses centralised information management and storage systems (Systems) managed by third party providers. Personal information is stored with and may be disclosed to these third party service providers for the purpose of providing services to the School in connection with the Systems.
6. The School may use online or '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 be provided to these service providers to enable them to authenticate users that access their services and provide technical support. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. 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 an online or 'cloud' services provider is contained in the School's *Privacy Policy*.
7. The School's *Privacy Policy*, accessible on the School's website, contains details of how you may seek access to and correction of your personal information which the School holds, as well as how you can make a privacy complaint and how we will handle the complaint.
8. If you provide us with the personal information of others (e.g. referees), we encourage you to inform them that you are disclosing that information to the School and why.



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Educating hearts and minds in wisdom and understanding