

COLLECTION OF INFORMATION FROM FAMILIES

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling to pupils enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable pupils to take part in all 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 schools require that certain information is collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles (APP) under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
5. The School may disclose personal and sensitive information for educational, administrative and support purposes. This may include:
 - the Association of Independent Schools of South Australia (AISSA);
 - insurers;
 - other schools and teachers at those schools;
 - 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;
 - providers of learning and assessment tools;
 - school-approved competitions, including but not limited to the CSIRO CREST awards.
 - 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);
 - 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.
6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
7. 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 Parents and Friends Committee, solely for that purpose.
8. School publications, such as newsletters, magazines and yearbooks may be used for marketing purposes. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
9. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters, magazines and yearbooks, and uploaded to our intranet and website. This may include photographs and videos of pupil activities such as sporting events, school camps and school excursions. The School will obtain permissions [either annually or at enrolment] from the pupil's parent or guardian (and from the student if appropriate) to include such content (photographs or videos and or other identifying material) in our promotional material or otherwise make this material available to the public. For more information, please refer to the ACS Photo and Video Policy, available on our website.
10. We may include pupils' and pupils' parents' contact details in a class list and School directory.
11. 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.
12. 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. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about the School's use of online or 'cloud' service providers is contained in the School's Privacy Policy.
13. The ACS Privacy Policy, accessible on the School's website, sets out how parents or pupils may seek access to and correction of their personal information which the School has collected and holds. However, access may be refused in certain circumstances such as 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 pupil, or where pupils have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
14. The ACS Privacy Policy also sets out how parents and pupils can make a complaint about a breach of the APPs and how the complaint will be handled.
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