



Orange Christian School

"To raise up effective leaders of godly character who will blend academic achievement and biblical truth, to influence society for the glory of God."

PRIVACY 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 at the School. 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 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 a School require certain information to be collected and disclosed. These include relevant Education Acts, Work Health and Safety (including Health Acts), 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 ask you to provide medical details about students for duty of care and relevant risk assessment.
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 additional services to the School, such as specialist visiting teachers, tutors and volunteers.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The School does not currently store personal information in the 'cloud' (i.e. residing on servers which are situated outside Australia).
8. The School's Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would included 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. As you may know, the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent. There is provision to opt-out of this use.
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 excursions may be taken for publication in School newsletters, magazines and on our website. There is provision to opt-out of this use of such material.
12. Students' and parents' contact details may be issued in a class list and School directory.
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 to the School and why, that they can access the information if they wish and that the School does not usually disclose this information to third parties.

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