



Newington College

INFORMATION COLLECTION NOTICE

- 1 Newington College 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. The primary purpose of collecting this information is to enable the school to provide schooling for your son/ward.
- 2 Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the school to discharge its duty of care.
- 3 Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection legislation.
- 4 Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. The College may ask you to provide medical reports about your son/ward from time to time. If you do not consent to the school obtaining this information, then you must advise the school.
- 5 The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people providing services to the school, including specialist visiting teachers, (sports) coaches and volunteers.
- 6 The School is required to collect information on Student and Parent background characteristics on behalf of the Ministerial Council for Education, Employment and Youth Affairs (MCEETYA) for performance measurement and reporting of the National Goals for Schooling. The School is required to collect this data in order to qualify for Government funding.
- 7 If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/ward.
- 8 Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in College newsletters, magazines and website.
- 9 Parents may seek access to personal information collected about them and their son/ward by contacting the Headmaster's Personal Assistant. Students may also seek access to personal information about them. However there will be occasions when access is denied. Such occasions would include where such access would have an unreasonable impact on the privacy of others, where access may be a breach of the school's duty of care to the student, or where students have provided information in confidence.
- 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. (It may also be disclosed to organisations that assist in College fundraising activities.)
- 11 If you provide the College 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 College and why, that they can access that information if they wish and that the College does not normally disclose that information to third parties.

PRIVACY STATEMENT

Your Privacy is important to us. Newington College respects your right to privacy and abides by the National Privacy Principles laid down in the Privacy Amendment (Private Sector) Act 2000. The Newington College Privacy Policy is posted on the College website and is also available on request from the Headmaster's Personal Assistant.