

PRIVACY POLICY STANDARD COLLECTION NOTICE

1. The KCEA and the College collects personal information, including sensitive information about pupils and parents or guardians before and 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 schooling for your son/daughter, and enable them to take part in all activities of the school.
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.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include relevant Education Acts, Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The KCEA and the College 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 services to the KCEA and the College, including specialist visiting teachers, [sports] coaches and volunteers.

The KCEA and the College also collect personal information as part of this College's ongoing commitment to the National Reporting on Schooling in Australia initiative. As part of that initiative this information will be provided to the Association of Independent Schools of Western Australia (AISWA) for collation. AISWA has advised the College that it does comply with the requirement of the Privacy Act and will be collating the information provided by schools. AISWA will then forward the collated information to the Department of Education Services (DES) for analysis. DES as a government agency is required to comply with the privacy legislation requirements for the public sector.

For further information on the National Reporting on Schooling in Australia initiative, we refer you to the Ministerial Council for Education, Early Childhood Development and Youth Affairs' website [http:// www.mceecdya.edu.au](http://www.mceecdya.edu.au)

6. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in KCEA and the College newsletters, magazines and on our website.
7. The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside of Australia.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the Privacy Officer. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy

of others, where access may result in a breach of the College's duty of care to the pupil, or where pupils have provided information in confidence.

9. A complaint about any breaches of privacy can be lodged in writing to the Principal who shall review the facts and determine if the complaint is valid in relation to the Privacy Amendment (Private) Sector) Act 2000, the National Privacy Principles and the Privacy Amendment (Enhancing Privacy Protection) Act (2012) taking into account any future amendments. The Principal shall reply in writing in accordance with the agreed response. If the complaint is unable to be resolved at the College level, the Privacy Commissioner may be asked to investigate the complaint.
10. As you may know the KCEA and the College 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 the KCEA and the College'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.
11. If you provide the KCEA and 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 KCEA and/or the College and why, that they can access that information if they wish and that the KCEA and/or the College does not usually disclose the information to third parties.
12. All personal information collected by the KCEA and the College, will be handled strictly in accordance with our Privacy Policy. A copy of our Privacy Policy may be obtained from the College office or viewed at www.kingsway.wa.edu.au.