

STANDARD COLLECTION NOTICE TO PARENTS

Information disclosed by applicants will be treated with discretion. This information enables the college to prepare for students on an individual basis. Please find below the Prince of Peace Lutheran College Standard Collection Notice to Parents.

The College collects personal information, including sensitive information about students and parents or carers, before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter.

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.

Certain laws governing or relating to the operation of schools require that certain information be collected. These include Public Health and Child Protection laws.

Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.

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 College, including specialist visiting teachers, sports coaches and volunteers.

If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son/daughter.

Personal information collected from students is regularly disclosed to their parents or carers. On occasions, information such as academic and sporting achievements, student activities and other news is published in College newsletters, magazines and on our website and is, at times, forwarded to local newspapers for advertising and publication purposes. This may include photography.

Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Students 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 students have provided information in confidence.

As you may know, 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 organizations that assist in 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.

We may include your contact details in a Class List and College Directory. If you do not agree to this, you must advise us at the time of Enrolment.

If you provide the College with personal information about third parties, such as doctors or emergency contacts, we encourage you to inform them that you have done so advising that this information is available to them and that it will not usually be disclosed to others.

If you have an enquiry about the College's Privacy Policy or the Standard Collection Notice to Parents, please contact the College Office.

Copies of all relevant Policies and Procedures can be found on the Prince of Peace website www.princeofpeace.qld.edu.au; and hard copies are available at the College Office.