

Privacy Collection Notice

St Margaret's Berwick Grammar (**SMBG or the School**) collects personal information, including sensitive information, about students, parents/guardians, employees, contractors, volunteers, contractors, volunteers, and job applicants before, during and beyond their interaction with the School, being:

- the course of a student's enrolment at the School;
- before, during and beyond the course participation school related activities, events, or services that may be of interest;
- facilitate access to learning and other support services;
- provide co-curricular activities, programs and events

Personal information may be collected in writing, through technology systems or in the course of conversations.

Purpose of Collection

The primary purpose of collecting this information is to enable the School to:

- meet its educational, administrative and duty of care responsibilities to students;
- provide a recreational services;
- consider an application for employment (job applicants and prospective contractors).

The School from time to time engages in fund raising activities. The information received from parents/guardians may be used to make an appeal in the future.

Requirements to collect

The School is required to collect some information to satisfy SMBG's legal obligations, particularly to enable SMBG to discharge its duty of care, reporting obligations to various government organisations and other legislative obligations. Relevant laws requiring the collection of certain information include Education, Public Health and Child Protection laws.

Health information

Health information about students is sensitive information which has additional protections under the Privacy Act. The School may request medical reports and health information about students from time to time. A student's health and medical information is used within the SMBG to best meet the SMBG's duty of care responsibilities.

Recruitment of staff, volunteers and contractors

To consider an application to work with SMBG and to facilitate and manage the worker's relationship with the School, SMBG must collect (where relevant) personal information from law enforcement agencies for Police Checks and Working With Children Checks, the Victorian Institute of Teaching (VIT) to verify qualifications, and other individuals or businesses we contact for the purpose of reference-checking as agreed with you.

Consequences if information is not collected

Failure by parents/guardians, students to provide requested information to SMBG may be viewed as an unacceptable risk resulting in the enrolment process ceasing or your child's enrolment or

participation in a program being discontinued. This is particularly so where the information is relevant to the wellbeing, health and safety of the student, other Students and/or staff. Failure by job applicants to provide requested information to SMBG will affect the School's ability to evaluate your application and may result in the recruitment process not proceeding.

Usual disclosures

The School from time to time may disclose (or permit direct collection by a third party) certain personal and sensitive information to others for administrative, educational and support purposes. Organisations to which the College usually may disclose personal information include another school to facilitate the transfer of a student, government departments, medical practitioners, people providing services to SMBG (including specialist visiting sport or music teachers, coaches, counsellors and volunteers), assessment and educational authorities, anyone you authorise the School to disclose information to, or anyone to whom the School is required or authorised to disclose the information to by law, including under child protection laws and with organisations under Information Sharing Schemes.

On occasions information, such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on physical displays throughout the School and on our intranet. This may include photographs and videos of student activities such as sporting events, camps and excursions.

The School will obtain separate permissions from the student's parent/guardian prior to including such photographs or videos or other identifying material in our promotional material or otherwise making this material available to the public. The School will obtain separate permissions from the student's parent/guardian prior to including personal information on class lists or School directories.

The School uses cloud computing service providers to store some personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia. The SMBG **Privacy Policy** contains further information about its use of cloud and other third-party service providers.

Privacy rights: correction, access and complaints

Individuals may seek access to, or correction of, the personal information held by SMBG about them. There will be circumstances where these requests are denied, including where the release would have an unreasonable impact on the privacy of others or where release may result in a breach of the SMBG's duty of care obligations.

The SMBG Privacy Policy contains further detail about how to make access or correction requests. The Privacy Policy also includes details about how you may complain about a breach of the Australian Privacy Principles by SMBG.

If you wish to obtain a copy of our Privacy Policy, please contact SMBG, or alternatively visit our webpage www.stmargarets.vic.edu.au

If you wish to contact SMBG regarding personal information we hold, or to complain about any instances where the SMBG may have been deemed to infringe any of the Australian Privacy Principles, a complaint should be lodged with the School Principal (email: principal@smbg.vic.edu.au)