

Standard Collection Notice

1. This collection notice explains how the Anglican Schools Corporation (**Corporation**) handles personal information. The School is part of the Corporation, it is not a separate legal entity. As such, when personal information is handled by the School, it is handled by the Corporation. References to 'the Corporation' below should be read as including the School.
2. The Corporation collects, uses, discloses, holds and stores personal information, including sensitive information about students, and parents, carers and/or legal guardians (**Parents**), before, during and after the course of a student's enrolment at the School. This may be in writing, through technology systems or in the course of conversations. The primary purpose of collecting this information is to enable the Corporation to provide schooling to students enrolled at the School, exercise its duty of care, and perform necessary associated administrative activities which will enable students to take part in all the activities of the School.
3. Some of the information the Corporation collects is to satisfy the Corporation's legal obligations, particularly to enable the Corporation to discharge its duty of care.
4. Laws governing or relating to the operation of the Corporation require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
5. Health information about students is sensitive information within the terms of the Australian Privacy Principles (**APPs**) under the *Privacy Act 1988* and the Health Privacy Principles under the *Health Records and Information Privacy Act 2002*. The Corporation may request you to provide medical reports about students from time to time.
6. A student's enrolment may be delayed or prevented if the Corporation cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
7. The Corporation may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:
 - other schools and teachers at those schools, including another school to which a student transfers to facilitate the transfer of the student;
 - government departments (including for policy and funding purposes);
 - medical practitioners;
 - people providing educational, support and health services to the School, including specialist visiting teachers, coaches, volunteers, and counsellors;
 - providers of specialist advisory services and assistance to the School, including in the area of Human Resources, child protection and students with additional needs;
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the NSW Education Standards Authority (NESA), Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - agencies and organisations to whom the Corporation is required to disclose personal information for education, funding and research purposes;

- people and organisations providing administrative, technology and financial services to the Corporation;
 - related entities of the Corporation and the Anglican Church Diocese of Sydney;
 - recipients of Corporation publications, such as newsletters and magazines, and the like;
 - students' Parents;
 - anyone you authorise the Corporation to disclose information to; and
 - anyone to whom the Corporation is required or authorised to disclose the information to by law, including child protection laws.
8. Personal information collected from students is regularly disclosed to their Parents.
 9. If you make an enrolment application to another school within the Corporation, personal information provided during the application stage may be collected from, or shared with, the other school. This personal information may include health information and is used for the purpose of considering and administering the enrolment of a student within the Corporation.
 10. Personal information, including sensitive information, is also shared between schools within the Corporation, with the Corporation's Group Office (which provides administrative and advisory support), and other parts of the Corporation. This sharing will only occur for the primary purpose for which the information was collected by the Corporation (as set out in paragraph 2 above), for a related purpose (or a *directly* related purpose in respect of sensitive information) that you would reasonably expect, if you have consented or as otherwise required or permitted by law.
 11. The Corporation uses information management and storage systems (**Systems**) either owned by the Corporation or provided by third-party service providers. Personal information is stored with and accessible by the Corporation and the third-party service providers for the purpose of providing services to the Corporation in connection with the Systems and for administering the education of students.
 12. The Corporation may use online or 'cloud' service providers to store personal information and to provide services to the Corporation that involve the use of personal information, such as services relating to email, file storage, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may be stored on the 'cloud' service provider's servers which may be situated outside Australia. Further information about the Corporation's use of online or 'cloud' service providers is contained in the Corporation's Privacy Policy.
 13. The Corporation's Privacy Policy, accessible on the Corporation's website (www.tasc.nsw.edu.au), sets out how Parents or students may seek access to and correction of their personal information which the Corporation has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the duty of care to a student, where students have provided information in confidence or where the Corporation is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).
 14. The Corporation's Privacy Policy also sets out how Parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
 15. The Corporation may engage 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 Corporation's fundraising activities solely for that purpose. The Corporation will not disclose your personal information to third parties for their own marketing purposes without your consent.

16. On occasions information such as academic and sporting achievements, student activities and similar news is displayed from time to time around the School, published in Corporation and School newsletters, magazines, other publications, intranet, website, social media platforms, shared with the Corporation community (including the School community), used for marketing and promotional material, may appear in third party newspapers and other marketing mediums e.g. television or otherwise placed in the Corporation's records. This may include photographs, videos, other images or other identifying material of student activities such as classroom activities, sporting events, concerts and plays, school camps and school excursions. The Corporation will obtain permissions from a student's Parents (and from a student if appropriate) if the Corporation would like to include such photographs, videos, other images or other identifying material in the Corporation's promotional material or otherwise make this material available to the public such as on the internet.
17. The Corporation may include students' and students' Parents' contact details in a class list and School directory.
18. If you provide the Corporation with the personal information of others, such as doctors or emergency contacts, the Corporation encourages you to inform them that you are disclosing that information to the Corporation and why.