

WOODLEIGH SCHOOL STUDENT & ENROLMENT COLLECTION NOTICE

WOODLEIGH SCHOOL (WOODLEIGH OR THE SCHOOL) IS COMMITTED TO ENSURING THE CONFIDENTIALITY AND SECURITY OF PERSONAL INFORMATION. THIS COLLECTION NOTICE OUTLINES HOW WE COLLECT AND HANDLE PERSONAL INFORMATION WHEN YOU ARE ENROLLING YOUR CHILD OR YOUR CHILD IS ENROLLED AT WOODLEIGH. IN REVIEWING THIS COLLECTION NOTICE AND PROVIDING US WITH YOUR PERSONAL INFORMATION, YOU CONSENT TO OUR COLLECTION, USE AND DISCLOSURE OF THAT INFORMATION IN THE MANNER SET OUT BELOW, UNLESS YOU TELL US OTHERWISE.

Woodleigh School has a Privacy Policy which should be read in conjunction with this Collection Notice. The Privacy Policy is available on request and contained in the School's standard enrolment package. It is also available on our website woodleigh.vic.edu.au.

Consent to the collection, use, and disclosure of personal information (according to the Australian Privacy Principles) is a requirement of enrolment at Woodleigh School. If student and parent personal information is not provided to us, the School views this as an unacceptable risk in terms of its duty of care obligations and will not proceed with the enrolment.

WHY DO WE COLLECT YOUR PERSONAL INFORMATION?

Laws governing or relating to the operation of schools require that certain information is collected. These include relevant Education Acts and Public Health and Child Protection laws. Woodleigh School collects personal information, including health and sensitive information about students, their parents or guardians and other persons of significance, 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 School to provide education and pastoral services to students, and effectively communicate with parents. This includes the following:

- Enabling the School to discharge its duty of care and perform necessary administrative functions that will enable students to take part in all the activities of the School.
- Satisfying the School's legal obligations.

Information is generally collected directly from the person to whom it relates. In most circumstances student information is collected from parents or guardians responsible for the student's welfare and learning. Collection of information from a student depends on the nature of the information involved, the maturity and capacity of the student and whether the collection of the information is in the student's best interests.

WHAT INFORMATION MAY BE COLLECTED?

Information that Woodleigh may collect includes the following:

- Student details, including medical and health conditions, the management of these conditions, medical records and medical practitioner details.
- Family details, relevant court orders and parent, guardian and other emergency contact details.
- Student education history including previous schools attended.
- Details about student welfare and wellbeing including attendance and behaviour management.
- Information on student special learning and support needs including disability.
- Records of student educational progress and outcomes.
- Photos, images and videos taken during school classes, activities, events, camps and taken for student identification.

The School may request medical reports and health information to discharge its legal duty of care to the student and to other students and staff. This includes a student's asthma and anaphylaxis action plans, as well as any other health or medical information which is reasonably likely to impact on the School's ability to provide educational, first aid and related services.

When the School is provided with personal information about others, such as emergency contacts, the person providing that information should obtain the person's consent and inform them that the information is held by the School.

HOW THE INFORMATION MAY BE USED

The School may use and disclose personal and sensitive information in accordance with the Privacy Policy. This may include disclosure to the following:

- Staff including any employee, contractor, volunteer or other personnel engaged by Woodleigh (including teachers, coaches, instructors, etc) within the School.
- Government departments.
- Third party service providers of online services or applications to the School.
- Medical practitioners, and people providing educational support and health services to the School, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools.
- Assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN).
- People and organisations providing administrative and financial services to the School.
- Other schools and teachers at those schools, including a new School to which a student transfers to facilitate the transfer of the student.
- Anyone you authorise the School to disclose information to.
- Anyone to whom the School is required or authorised to disclose the information to by law, including under child protection laws.

A student's health and medical information will be disseminated and used within the School to best meet the School's duty of care responsibilities. This may include the use of photographs with health action plans to facilitate the identification of students. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988.

Personal information collected from students may be disclosed to their parents or guardians.

On occasions, information such as academic, cultural, personal and sporting achievements, student activities and events, and similar news and images (including images and recordings where pupils or parents are reasonably identifiable) are published in School newsletters, magazines, brochures, local and/or national newspapers, school promotional material and on our website. This may include photographs and videos of student activities such as sporting events, concerts and plays, school camps and school excursions. If you do not agree to this please inform the School by contacting the relevant Head of Campus.

The School will use personal information (other than sensitive information) that it collects directly from individuals to communicate with them about School-related events, services and products that may

be of interest. This information may also be disclosed to organisations that assist in the School'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. The School will provide a simple "opt-out" mechanism for individuals who do not want to receive these types of communications.

HOW IS THE INFORMATION STORED?

The School stores information in a variety of formats. Digital records are stored on premises and in cloud-based services. Please refer to the Woodleigh Privacy Policy for further details regarding information storage.

CAN THE INFORMATION BE ACCESSED AND AMENDED?

The School endeavours to ensure that the personal and health information it collects and holds is accurate, complete and up to date by encouraging families to regularly update the information.

Parents may seek access to personal information collected about them and their child by contacting the School. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions include where access would have an unreasonable impact on the privacy of others, may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.

Please refer to the Woodleigh Privacy Policy for details on how to access the information held by the School.

FURTHER INFORMATION

The School's Privacy Policy provides more details regarding how the School manages personal information. It also sets out how parents, guardians, students and others can make a complaint about a breach of the Australian Privacy Principles and how the complaint will be handled. The Woodleigh Privacy Policy is available on the School's website.