

# Commonwealth Privacy Act

## *Collection Notice With Respect To Enrolling Students and Their Families*

### *Notification of Privacy Principles and Consent to Collection of Personal Information (as requested under the Commonwealth Privacy Act)*

**Please note: Consent to the collection, use, and disclosure of personal information (according to the National Privacy Principles) is a requirement of enrolment at Woodleigh School. By proceeding with your enrolment application or by continuing with your child's enrolment at the School, you are taken to have been notified that we collect, use, and disclose personal information and you are taken to have consented to the matters raised below.**

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

### *Student & Parent Collection Notice:*

- 1 The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for you son/daughter.
- 2 Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School 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 Public Health and Child Protection laws.
- 4 Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time and to update medical information at least annually.
- 5 The School 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 School, including specialist visiting teachers, coaches, activities and camp staff and volunteers.
- 6 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.
- 7 Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions, information such as academic, sporting, cultural and personal achievements, pupil activities and other news and images is published in School newsletters, magazines, on our website and social media for advertising purposes. If you do not agree to this you must advise us now.
- 8 Parents may seek access to personal information collected about them and their son/daughter by contacting the School. 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 School's duty of care to the pupil, or where pupils have provided information in confidence.
- 9 As you may know the School from time to time engages in public relations and fundraising activities. Information received from you may be used for these purposes. We will not disclose your personal information to third parties for their PR or fundraising purposes without your consent.
- 10 We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now.
- 11 If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to consider informing them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.