



Guilford Young College

STANDARD COLLECTION NOTICE

Guilford Young College collects personal information, including sensitive information, about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter and to discharge its duty of care.

Certain laws governing or relating to the operation of schools require that particular information is collected. These include public health laws, education acts and child protection laws.

This information is collected directly from you and while the College endeavours to ensure that the personal information collected, used and disclosed is accurate, complete and up-to-date, the accuracy of the of information depends, to a large extent, on the information you provide. This is why we ask you to let us know if there are any errors in your personal information or any information that is not current.

Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. The medical information we ask you to provide is to comply with our obligations under public health requirements and also to provide appropriate emergency care for your child.

The College from time to time discloses personal and sensitive information to others for administrative, educational and pastoral care purposes. This includes to other schools, government departments, the Tasmanian Catholic Education Office, the Tasmanian Catholic Education Commission, the diocese, your parish, medical practitioners, and people providing services to the College, including specialist visiting teachers, volunteers and counsellors.

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 pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in College newsletters and magazines, Church and secular media, on our website and on social media. If you do not want such information about your child published please notify the College.

Parents may seek access to personal information collected about them and their son/daughter by contacting the College. 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 College's duty of care to the pupil, or where pupils have provided information in confidence.

If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

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 organisations 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.

Appendices

1. Old Scholars Collection Notice
2. Employment, Contractor or Volunteer Collection Notice

Appendix 1

OLD SCHOLARS COLLECTION NOTICE

Schools are bound by the Commonwealth Privacy Act 1988 and subsequent amendments which sets out a number of principles relating to the protection of personal information.

The old scholars association or alumni may collect personal information about you from time to time.

The primary purpose of collecting this information is to enable us to inform you about our activities and the activities of the College and to keep old scholars informed about other members.

We must have the information referred to above to enable us to continue your membership of the association.

As you know, from time to time we engage in fundraising activities. The information received from you may be used to make an appeal to you. It may also be used by the College to assist in its fundraising activities. If you do not agree to this, please advise us.

We may publish details about you in our newsletters and other publications. If you do not agree to this, you must advise us.

You may seek access to personal information collected about you by contacting the Executive Assistant to the Principal, care of the College.

If you provide personal information to us about other people, we encourage you to inform them of the above matters.

Appendix 2

EMPLOYMENT, CONTRACTOR OR VOLUNTEER COLLECTION NOTICE

Schools are bound by the Commonwealth Privacy Act 1988 and subsequent amendments which sets out a number of principles relating to the protection of personal information.

In applying for this position/applying to provide your services you will be providing the College with personal information.

If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.

You may seek access to your personal information that we hold about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others,

We will not disclose this information to a third party without your consent

If you provide us with the personal information of others we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, that the College does not usually disclose the information to third parties.