



RIVERMOUNT COLLEGE

Realising the Potential Within

STANDARD COLLECTION NOTICE

Rivermount College collects personal information, including sensitive information about students and parents/guardians before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter, exercise its duty of care, and perform necessary associated administrative activities, which will enable them to take part in all the activities of the College.

Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.

Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.

Health information about students is sensitive information within the terms of the Australian Privacy Principles under the *Privacy Act 1988*. We may ask you to provide medical reports about students from time to time.

The College may disclose personal and sensitive information to others for administrative and educational purposes. This may include to:

- other schools and teachers at those schools (for the purpose of facilitating the transfer of a student);
- government departments (including for policy and funding purposes),
- medical practitioners;
- people providing educational, support and health services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors;
- providers of learning and assessment tools;
- assessment and educational authorities including the 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); and
- anyone to whom the College is required or authorised to disclose the information to by law, including child protection laws.

Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news (print or pictorial) is published in College newsletters, magazines and on our website.

The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, 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 reside on a cloud service provider's servers which may be situated outside Australia.

Rivermount College's Privacy Policy, accessible on the College website, sets out how parents or students may seek access to and correction of their personal information collected 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 students, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

The College's Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.

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.

On occasions, information such as academic and sporting achievements, students' activities and similar news is published in College newsletters and magazines and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The College will obtain permission from the parent or guardian to include student photographs and videos in our promotional material or otherwise make this material available to the public such as on the internet. Where permission is denied, the College will take all reasonable steps to avoid publication in the public space.

The College may include student and parent/guardian contact details in a class list and College directory.

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.