



## STANDARD PRIVACY COLLECTION NOTICE

- A.** John Wollaston Anglican Community School (the School) collects personal information, including sensitive information about students and parents/guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the student and to enable him/her to take part in all the activities of the School.
- B.** 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.
- C.** Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
- D.** Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPS) under the Privacy Act. The School may ask you to provide medical reports about your child/children from time to time.
- E.** The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including facilitating the transfer of a student to another school. This includes to other schools, government departments, the Anglican Schools Commission (ASC), the Anglican Diocese of Perth and local parishes, Schools within other dioceses, medical practitioners, and people providing services to the School, including specialist School Psychologists, visiting teachers, sporting coaches, volunteers, debt collection agencies and Commonwealth and State Agencies pursuant to the Education Services for Overseas Students Act 2000.
- F.** If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child
- G.** Personal information collected from students is regularly disclosed to their parents/guardians.
- H.** The School contracts with an external service provider AISWA School Psychology Service to provide psychological services for students. The Principal may require the School Psychologist to inform him/her or other teachers of any issues the School Psychologist believes may be necessary for the School to know for the well-being or development of the student who is counselled or other students at the School.\*
- I.** The School may use online or 'cloud' service providers to store personal information and to provide services to the School 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.\*
- J.** The School's *Privacy Policy* sets out how parents/guardians or students may seek access to 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 School's duty of care to the student, or where students have provided information in confidence.

**STANDARD PRIVACY COLLECTION NOTICE *continued***

- K.** The School's *Privacy Policy* contains details of how you may complain about a breach of the Australian Privacy Principles (APPs) or how you may seek access to personal information collected 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. Any refusal will be notified in writing with reasons if appropriate.
- L.** The School 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 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.
- M.** On occasions, information and photographs covering academic, sporting and cultural achievements, student activities and similar news are published in School newsletters, quarterly magazines and the annual Year Book, and on the John Wollaston Anglican Community School website at <http://www.jwacs.wa.edu.au/>. The School will obtain separate permissions from the students' parent/guardian prior to publication.
- N.** If you provide the School 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 School and why, as the School may disclose this information according to the APPs.

*\* If applicable*