

PRIVACY NOTICE – STANDARD COLLECTION

(Handling your personal information at Fairholme College)

1. The College collects personal information, including sensitive information about students and parents or guardians, before and during the course of a student's enrolment at the College. This may be in writing or during the course of conversations. The primary purpose of collecting this information is to enable the College to educate and support the student and to enable them to take part in all the activities of the College.
2. 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.
3. Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include public health and child protection laws.
4. Health information about students is sensitive information noted within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students, as necessary.
5. The College, from time to time, discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another College. This includes to other Colleges, government departments, the College's local Presbytery, Colleges within other National Presbyteries, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. The College's Privacy Policy sets out how parents 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 College's duty of care to the student, or where students have provided information in confidence.
9. The College Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
10. As you may be aware, from time to time, the College 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.
11. I give permission to allow images of child/ward taken during school activities to be used by the College for promotional material that may be distributed to the general public, and which could also appear on the College website or other forums used by the College. I also agree to the publication of images of my child/ward's work. Furthermore, I understand that, from time to

time, in situations where Fairholme students are involved in activities involving other schools, these images may appear in other, independent media settings. I will notify the school if I decide to withdraw this consent.

12. 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 this information to third parties.
13. College internet and email activity is periodically analysed to verify security and system maintenance. This analysis is only used for internal purposes unless unlawful activity requires appropriate referral to external parties, as legislated.

Any issue you may have concerning privacy and the College can be addressed to Business Manager on 07 4688 4688 or by email: info@fairholme.qld.edu.au

The Fairholme College Privacy Policy is available on the College's website www.fairholme.qld.edu.au