



General Information Collection Notice: Students

This Collection Notice explains in general terms how we protect the privacy of the personal information you provide when you are enrolling your child or your child is enrolled at Carinya Christian School. In reviewing this Collection Notice and providing us with your personal information, you consent to our collection, use and disclosure of that information in the manner set out below, unless you tell us otherwise.

1. Carinya Christian School collects personal information, including sensitive information about students and parents or guardians and family members 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 Carinya Christian School to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the school.
2. Some of the information Carinya Christian School collects is to satisfy the school's legal obligations, particularly to enable Carinya Christian School to discharge its duty of care.
3. Laws governing or relating to the operation of Carinya Christian School require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws. The school is required to share de-identified personal information of both students and parents with Commonwealth Agencies including ACARA and the Department of Education.
4. Carinya Christian School may request medical reports and health information about students from time to time to discharge its legal duty of care to the student and to other students and staff. This includes a student's asthma and anaphylaxis action plans, as well as any other health or medical information which is reasonably likely to impact on the school's ability to provide educational, first aid and related services.
5. A student's health and medical information will be disseminated and used within Carinya Christian School to best meet the school's duty of care responsibilities. This may include the use of photographs with health action plans to facilitate the identification of students who may be at heightened risk.

Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988.

6. Carinya Christian School may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:
 - government departments;
 - third party service providers that provide online educational and assessment support services or applications (apps), which may include email and instant messaging;
 - another school to facilitate the transfer of a student;

- medical practitioners, and people providing educational support and health services to Carinya Christian School, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority;
 - people providing administrative and financial services to Carinya Christian School;
 - anyone you authorise Carinya Christian School to disclose information to; and
 - anyone to whom Carinya Christian School is required or authorised to disclose the information to by law, including under child protection laws.
7. If this information is not provided to us, Carinya Christian School may view this as an unacceptable risk and reserves the right not proceed with the enrolment. Less than full disclosure of the enrolment information that is required, will prevent Carinya Christian School from fully discharging its duty of care to its students and staff.
 8. Carinya Christian School uses third party computing service providers to store personal information (which may include sensitive information). These third party providers are contracted to ensure that all sensitive information is stored in a secure, encrypted, on shore location with continuous monitoring and maintenance. The school's Privacy Policy contains further information about its use of cloud and other third-party service providers.
 9. Carinya Christian School Privacy Policy is accessible via the school website or from the school office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which Carinya Christian School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable.

Impact on the privacy of others, or may result in a breach of Carinya Christian School's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

10. Carinya Christian School's Privacy Policy also sets out how parents, guardians, students and their family can make a complaint about a breach of the APPs and how the complaint will be handled.
11. On occasions information about student activities and similar news is published in Carinya Christian School's newsletters and magazines, on physical displays throughout the school and on our intranet. This may include photographs and videos of student activities such as sporting events, camps and excursions. This Personal Information may also be used for marketing, promotional and news activities. Parents/carers may 'opt out' of this additional provision in the use of Personal Information.
12. If you provide the Carinya Christian School with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to Carinya Christian School and why, that they can request access to and correction of that information if they wish and to also refer them to Carinya Christian School's Privacy Policy for further details about such requests and how the school otherwise handles personal information it collects and complaints it receives.
13. If you have any queries with respect to the contents of this policy you should contact Carinya Christian School's Privacy Officer at privacy@carinya.nsw.edu.au