



PRIVACY POLICY ATTACHMENT 1: STANDARD COLLECTION NOTICE

Christian Schools Tasmania ('the School') incorporates Calvin Christian School, Channel Christian School, Emmanuel Christian School and Northern Christian School.

The School collects personal information, including sensitive information about students and parents or guardians ('Parents') before and during the course of a student's enrolment at the School. This may be in writing, in the course of conversations with you, or may be sought directly from a previous school or referee. The primary purpose of collecting this information is to enable the School to provide schooling to the student and to enable them to take part in all the activities of the School.

Christian Schools Tasmania has a Privacy Policy that governs the way personal information is collected, stored and used by the organisation. The policy can be found on each school's website or requested from a school Principal or Business Manager.

Please note the following:

- Some of the information collected is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
- 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.
- Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. Medical reports about students may be requested from time to time.
- From time to time, the School discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches, tutors, volunteers and counsellors.
- Personal information collected from students is regularly disclosed to you as their Parents.
- The School'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 School's duty of care to the student, or where students have provided information in confidence.
- The School's Privacy Policy also sets out processes for complaining about a breach of privacy and how the School will deal with such a complaint.
- The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia. The School uses industry-standard procedures to protect this information.
- From time to time, the School engages in fundraising activities. Information received from Parents may be used to make an appeal to the community. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. Personal information is not disclosed to third parties for their own marketing purposes without consent.
- On occasions, information such as academic and sporting achievements, student activities and similar news is published in School newsletters, magazines, on School websites, on the School app and on School social media sites. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters, magazines, website, app and social media sites. Parents' business contact details may be included (on request) in a School business directory.
- Where the School is provided with the personal information of others, such as doctors or emergency contacts, Parents are encouraged to inform them that that information has been disclosed to the School, that they can access that information if they wish and that the School does not usually disclose this information to third parties.