

Collection Notice



Notice for parents and students

This notice explains how St Andrew's Cathedral School and St Andrew's Cathedral Gawura School (collectively referred to in this Collection Notice as **the School**) handles the personal information of students and parents or guardians (together **you**).

How and why does the School collect personal information?

1. The School collects personal information about you before and during the course of a student's enrolment at the School. This may be in writing, through technology systems or in the course of conversations. We may also collect personal information by using artificial intelligence (**AI**) systems to generate it. The types of personal information the School collects includes sensitive information, which includes health information.
2. The primary purpose of collecting personal information is to enable the School to provide schooling to students enrolled at the School, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the School.
3. The School has legal obligations which require certain information to be collected and disclosed. These include relevant Education Acts, public health laws and child protection laws, as well as the School's duty of care to students.

4. A student's enrolment may be delayed or prevented if the School cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
5. 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.

To whom does the School disclose information

6. The School may disclose your personal and sensitive information for educational, care and administrative purposes, and to seek support and advice. This may include to:
 - other schools and teachers at those schools, including a new school to which a student transfers to facilitate the transfer of a student;
 - government departments (including for policy and funding purposes);
 - medical practitioners;
 - people providing educational, support and health services to the School, including specialist visiting teachers, specialist advisors, sports coaches, music tutors, language tutors, volunteers, and counsellors;
 - organisations that assist us with fundraising (see paragraph 12 below);
 - providers of specialist advisory services and assistance to the School, including in the areas of child protection and students with additional needs;
 - 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);
 - agencies and organisations to whom we are required to disclose personal information for education, funding and research purposes;
 - people and organisations providing administrative, technology and financial services to the School;
 - providers of our information management and storage systems and other information technology services (for the purpose of the providers providing services to the School in connection with the systems);
 - third party providers of the AI systems that the School uses;
 - anyone you authorise the School to disclose information to; and
 - anyone to whom the School is required or authorised to disclose the information by law, including child protection laws.

7. Personal information collected from students is regularly disclosed to their parents or guardians.
8. School activities and news (including student achievements) are frequently published in the School's Yearbooks, newsletters and magazines, on our website and social media channels, or otherwise shared with the School community (which includes current, future and past students, parents and teachers). This may include personal information such as a student's name and year group, and photographs and videos of students and parents involved in School activities such as academic and sporting events and achievements, concerts and plays, school camps and excursions, outdoor education experiences and social activities. The School will obtain individual permissions if we would like to include photographs, videos or other identifying material of students in our promotional materials.

Overseas storage and/or disclosure

9. The School may disclose personal information about an individual to overseas recipients in certain circumstances, for instance, to facilitate a school exchange or tour.
10. 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 personal information may be provided to these service providers to enable them to

authenticate users that access their services, and for technical support. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the School's use of online or 'cloud' service providers is contained in the School's Privacy Policy.

11. The School uses AI systems that are provided by third parties. These third parties may store or have access to personal information input into, and/or generated by, these AI systems. These third parties may be located outside Australia.

Fundraising

12. The School may engage in fundraising activities. Your personal information may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities, for example, the School's Foundation or alumni organisation and, on occasions, external fundraising organisations, solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

Your rights and how to complain

13. The School's Privacy Policy, accessible on the School's website, sets out how you can:
 - seek access to and correction of your personal information which the School holds; and
 - make a privacy complaint and how we will handle the complaint.