



Enter to Learn, Go out to Serve

Information Collection Notice

This Information 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 Macarthur Anglican School. In reviewing this Information 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. Macarthur Anglican 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 Macarthur Anglican School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable Macarthur Anglican 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 Macarthur Anglican School.
2. Some of the information Macarthur Anglican School collects is to satisfy the School's legal obligations, particularly to enable Macarthur Anglican School to discharge its duty of care.
3. Laws governing or relating to the operation of Macarthur Anglican School require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
4. Macarthur Anglican 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 Macarthur Anglican 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 Macarthur Anglican School to best meet Macarthur Anglican 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. Macarthur Anglican 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). Third parties may include:

- Exploring Tree Macarthur (for children in T- Year 6)
- government departments;
- third party outdoor education providers contracted by the School
- third party service providers that provide online educational and assessment. support services or applications (apps), which may include email and instant messaging;
- another school or college to facilitate the transfer of a student;
- medical practitioners, and people providing educational support and health services to the School, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools;
- assessment and educational authorities, including the NSW Education Standards Authority and Australian Curriculum, Assessment and Reporting Authority;
- people providing administrative and financial services to Macarthur Anglican School;
- anyone you authorise Macarthur Anglican School to disclose information to; and
- anyone to whom Macarthur Anglican 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, Macarthur Anglican School views this as an unacceptable risk and will not proceed with the enrolment as it cannot fulfil its duty of care.

8. Macarthur Anglican School will engage in fundraising activities from time to time. Information received from you may be used for these purposes. It may also be disclosed to Macarthur Anglican School's Parent & Friends Association who assist in the fundraising activities of Macarthur Anglican

School. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

9. Macarthur Anglican School may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia. Macarthur Anglican School's Privacy Policy contains further information about its use of cloud and other third-party service providers and any of their overseas locations.

10. Macarthur Anglican School's Privacy Policy is accessible via Macarthur Anglican School website or from the Administration Office of Macarthur Anglican School. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which Macarthur Anglican 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 Macarthur Anglican 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.

11. Macarthur Anglican School's Privacy Policy sets out how parents, guardians, students and families can make a complaint about a breach of the APPs and how the complaint will be handled.

12. By accepting the Terms and Conditions of Macarthur's Letter of Offer of Enrolment parents are accepting the conditions that on occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on physical displays throughout the School and on our public website, intranet, Facebook and Instagram pages. This may include, (but is not limited to), photographs and videos of student activities such as academic and sporting events, School camps and excursions.

13. If you provide Macarthur Anglican 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 Macarthur Anglican School and why, that they can request access to and correction of that information if they wish and to also refer them to Macarthur Anglican School's Privacy Policy for further details about such

requests and how Macarthur Anglican School otherwise handles personal information it collects and complaints it receives.