



Send all correspondence to:
P.O. Box 21, Baxter 3911
120-128 Robinsons Road, Langwarrin South 3911
Telephone: 59716700
Email: info@baysidecc.vic.edu.au

STANDARD COLLECTION NOTICE FOR PARENTS/GUARDIANS

FOR: Parents / Guardians of students

Protecting your privacy and the confidentiality of your personal information is important to us. The purpose of this notice is to inform you of a range of matters relating to our ongoing collection, use and disclosure of your personal information and to seek your consent for our use and disclosure of that information in the manner described below.

1. The College collects personal information, including sensitive information about students and parents/guardians before and during the students' enrolment at the College. The primary purpose of collecting this information is to enable the College to provide education for your child.
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. Certain laws governing or relating to the operation of the College require that certain information be collected. These include Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act 1998. The College asks parents/guardians to provide medical information and reports about students from time to time.
5. From time to time the College may disclose personal and sensitive information to others, such as other schools, government departments, testing agencies, medical practitioners, and people providing services to the College, for administrative and educational purposes.
6. Failure to obtain such information referred to in the above may impede the ability of the College to be able to enrol or continue the enrolment of students.
7. Personal information collected from students is regularly disclosed to their parents/ guardians. On occasion information such as academic and sporting achievements, student activities and other news and photos are published in College newsletters, magazines, year books, website, advertising and other promotional materials. Material recording the College's history and information about members of its community may be stored in the Archives of the College. Some of this information is also retained for maintaining records for statutory and legal purposes.
8. Parents may seek access to personal information collected about them and their child by contacting the College's Privacy Officer. Students may seek access to their own personal information. However, there will be occasions where access is denied, such as where access would have an unreasonable impact on the privacy of others; would 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 engages in fundraising activities from time to time, but will not disclose your personal information to third parties for their own marketing purposes, without your consent.
10. The College may include contact details in a class list, school roll or on the College's information database. Such information is used solely to make contact with parents or guardians for the purposes of reporting emergencies, making other necessary contact or the fulfilment of the purposes of educational, financial and clerical administration.
11. Where parents/guardians provide the College with the information for contacting people such as doctors or nominated persons in emergency situations, the College encourages parents/guardians to inform these people that such information has been disclosed to the College; why the information has been disclosed; and that they can access that information. However, the College does not usually disclose any information to third parties without appropriate consent and identification being given.

IMPORTANT: The College will act on the basis that the enrolment of your child/ren is your consent to each such use and disclosure unless and until you advise us in writing that you do not consent to our use and disclosure of your personal information in the manner described in this notice.

The College's Privacy Policy is available publically on the College's website.

For more information, please contact the Privacy Officer:

Privacy Officer
PO BOX 21
BAXTER VIC 3911