



Pittwater House

Pittwater House – Standard Collection Notice

This notice explains how the School handles the personal information of students and parents or guardians (together you or your). The School's **Privacy Policy** and **CCTV Policy** contain more information.

How and Why does the School Collect Personal Information

1. The School collects personal information about students and parents or guardians 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 certain personal information from previous schools or health professionals. The types of personal information the School collects includes sensitive information, which includes health information.
2. The primary purpose of collecting this information is to enable the School to provide education to the 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, and Public Health and Child Protection laws. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
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, or other students and/or staff.
5. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
6. 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.
7. The School operates a CCTV system for safety and security purposes which may capture footage of students and parents and guardians. See our **CCTV policy** for more information.

To Whom Does the School Disclose Information

8. The School from time to time discloses personal and sensitive information to others 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 the 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, coaches, tutors, volunteers and counsellors;
 - the parents association (PHPA) or the alumni association (PHAA) for fundraising or membership purposes, with prior consent;

- 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);
 - the third party providers of our information management and storage systems (for the purpose of the providers providing services to the school in connection with the systems);
 - people providing other information technology services to the School;
 - people providing administrative and financial services to the school;
 - anyone you authorise the School to disclose information to; and
 - anyone to whom the School is required or authorised to disclose the information to by law, including child protection laws.
9. Personal information collected from students is regularly disclosed to their parents or guardians.
10. School activities and news (including student achievements) are frequently published in the School's journals, newsletters and The Pittwaterman year book, on our App, on our intranet or otherwise shared with the School community (current, future and past students, parents and teachers). This may include personal information (including 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 school excursions. The School will obtain permissions annually and on occasion specifically if we would like to include photographs or videos or other identifying material of students (or occasionally parents) in our promotional material or otherwise make this material available to the public such as on the internet. The parent or guardian (or students under 18) or students 18 years or older, may choose to submit the Photo/Film Opt Out Form via The Pittwater House App.
11. We may include students' and students' parents' contact details in a class list and School directory after your permission has been sought.
12. In order to facilitate services such as provision of online resources, book lists, School photographs, camps and other similar services, personal and contact information regarding students and parents may be shared with third-party providers solely to enable these services to be provided.

Overseas Storage and/or Disclosure

13. 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 those 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.

Fundraising

14. The School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. With prior consent, personal information held by the School may be disclosed to organisations that assist in the School's fundraising, for example, the School's parent or alumni organisation, or on occasions, external fundraising organisations.

Your Rights and How to Complain

15. The School's Privacy Policy sets out how parents and guardians or students may:
- Seek access to and correction of personal information which the school holds; and
 - Make a privacy complaint and how we will handle the complaint.