

# Student Privacy Collection Notice

The College is conducted by EREA NSW Colleges Ltd (Company). Reference to “the College”, “we”, “our” includes the Company. The College is bound by the Australian Privacy Principles (APPs) contained in the Commonwealth Privacy Act 1988. In relation to health records, the College is bound by the NSW Health Privacy Principles (HPPs) contained in the Health Records and Information Privacy Act 2002.

1. This Collection Notice explains in general terms how we protect the privacy of the personal information provided to the College by students, parents and carers. In reviewing this 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.
2. The College collects personal information, including sensitive information about students and parents/guardians before and during the course of a student’s enrolment. The primary purpose of collecting this information is to enable the College to meet its educational, administrative and duty of care responsibilities to the student.
3. 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. Laws governing or relating to the operation of schools require that certain information is collected. These include relevant Education, Public Health, and Child Protection laws.
4. The College may request medical reports and health information about students from time to time to discharge its legal duty of care. Health information about students is sensitive information within the terms of the Health Privacy Principles under the Health Records and Information Privacy Act 2002.
5. The College will generally collect personal information directly from an individual, and where the individual is a child that does not have capacity (in the College’s opinion) to provide their personal information, from their parent(s) or carer(s). In some circumstances, personal information may also be collected from third parties, for example, from a doctor providing medical information to the College about a student.
6. A student’s enrolment may be delayed or prevented if the College 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.
7. Occasionally the College discloses personal and sensitive information to others for administrative, educational and support purposes. This may include:
  - government departments
  - third party service providers that provide online education and assessment support services or applications, which may include email and instant messaging.
  - another College or school to facilitate the transfer of a student
  - medical practitioners, and people providing educational support and health services to the College, including specialist visiting teachers, sport coaches, camp providers, volunteers, counsellors and providers of learning and assessment tools
  - assessment and educational authorities, including the NSW Education Standards Authority (NESA) and the Nationally Consistent Collection of Data (NCDD) Scheme which requires information on adjustments made for students with support needs
  - people providing administrative and financial services to the College
  - anyone you authorise the College to disclose information to and
  - anyone to whom the College is required or authorised to disclose the information to by law, including under Child Protection laws.

The type and extent of the information shared will only be that which is necessary to ensure the College can meet its legal obligations and duty of care to the student, and to enable the College to provide appropriate services relevant to the student's needs.

8. The College uses camera surveillance for the purposes of providing safety and security within the College premises, protecting students and staff, preventing vandalism and assisting in the identification of criminal and anti-social behaviour.
9. Personal information collected from students is regularly disclosed to their parents, carers or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in school newsletters, magazines, on our College website, social media accounts of the College, and on the website, social media and marketing materials of the Company.
10. Material regarding 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 statutory and legal purposes.
11. If you do not wish the sharing of information between organisations in relation to your child's enrolment/education at the College, please inform the principal in writing. There are circumstances where this sharing is mandated by law.
12. The College may 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. EREA NSW Colleges Ltd Privacy Policy contains the principles followed in relation to the use of cloud and other third-party service providers locally and in overseas locations.
13. The College may engage in fundraising activities, and information from you may be used to make an appeal to you. It may also be disclosed to organisations that assist the College's fundraising activities solely for that purpose. The Company may also engage in marketing and fundraising activities to promote the schools and colleges it operates. The College will not disclose your personal information to third parties for their own marketing purposes without your consent.
14. Students and parents/carers may seek access to personal information collected about them by contacting the College, 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 College's duty of care to the student, or where students have provided information in confidence.
15. The College may include your contact details in class lists and school directories.
16. If you provide the College 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 College and why, that they can access that information if they wish, and that the College does not usually disclose information to third parties.
17. The EREA NSW Colleges Ltd Privacy Policy is accessible via the College website. The policy sets out how complaints can be made about a breach of the APPs and how the complaint will be handled.
18. If you have any concerns or comments about this notice or the Privacy Policy, you may contact the College directly. Alternatively, you can contact the EREA NSW Privacy Officer by:  
Emailing [EREANSW@erea.edu.au](mailto:EREANSW@erea.edu.au)  
Phoning (02) 8705 8608  
Writing to EREA's Privacy Officer - 13 Frederick Street, East Gosford NSW 2250