COLLECTION NOTICE

RE: PRIVACY ACT 1988 AND PRIVACY AMENDMENT (PRIVATE SECTOR) ACT 2000

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student’s enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter.

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 schools require that certain information is 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. We ask you to provide medical reports about students from time to time.

5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, coaches, volunteers and our insurers.

6. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities, other news and photos are published in the College newsletters, magazines and on our website.

7. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Students may also seek access to personal information about themselves. 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.

8. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes.

9. We may include your contact details in a class list and College directory.

10. The College may disclose to the Past Students’ Association personal information about students who have graduated. The Association may contact previous students for membership and inform them of the College’s current activities, such as College Reunions. Updated information may be made available to the College for administration and marketing.

11. 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 the information to third parties.

12. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter. By enrolling your son/daughter at the College, you consent to the College collecting and using your son/daughter's personal information for the purposes outlined above. If you have any questions about how the College uses personal information, or if you would like to change your son/daughter's details, please contact the Principal in writing at A.B. Paterson College, 10 A.B. Paterson Drive, Arundel, QLD 4214.