

# SCOTCH COLLEGE PRIVACY COLLECTION NOTICE



Scotch College collects personal information, including sensitive information, about its students and their parents or legal guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to assess an application for enrolment and, if enrolment is offered and accepted, to provide schooling for the student.

## What information we collect

We will collect personal information about a student or his parent/s or legal guardian/s where the information is reasonably necessary for one or more of our functions or activities in providing education to the student. The kinds of personal information that we collect and hold depends on the circumstances. Examples of information that we collect in relation to our students and their parent or legal guardians include:

- name and address
- contact details and addresses
- date of birth of the student
- identity documents
- health information of the student
- medical reports of the student
- student academic results and performance
- photographic identification

The main consequences for the student and the parents or legal guardians if all or some of the personal information is not collected by Scotch College is that:

- we may not be able to evaluate an application for enrolment or offer enrolment or continue the enrolment of a student
- we may not be able to properly administer our relationship with the student and his parents or legal guardian or comply with our legal and contractual obligations as a school providing education in Victoria.

The collection of personal information about a student and their parents or legal guardians may also be required or authorised by or under an Australian law including:

- Education and Training Reform Act 2006
- Education and Training Reform Regulations 2017
- Ministerial Order No.706 – Anaphylaxis Management in Victorian schools
- Ministerial Order No.870 dated 22 December 2016 for managing the risk of child abuse
- Occupational Health and Safety Act 2004
- the law relating to duty of care.

## How we collect your personal information

We will collect personal information directly from a student's parents or legal guardians, unless:

- this information can (and has been) provided to us by a third party with the consent of the parents or legal guardians; or
- it is unreasonable or impracticable for us to do so.

## Why we collect personal information

We collect personal information about prospective students and enrolled students and their parents or legal guardians where the information is reasonably necessary for one or more of our functions or activities of providing education to students.

## Disclosure of your personal information

Other entities, bodies or persons to which Scotch College usually discloses personal information of the kind collected by it includes the following:

- other schools
- State and Federal Government departments
- medical practitioners
- persons providing services to the School including specialist visiting teachers, sports coaches and volunteers
- organisations assisting the School with fundraising activities, including the Scotch College Foundation and the Old Scotch Collegians Association
- other parents of the School through a class list or school directory (subject to you advising otherwise at the time of enrolment)
- disclosure of student academic or sporting achievements, student activities and other news and photographs may be published in School newsletters, magazines, brochures, local and/or national newspapers, school promotional material, or the school website or on the Associated Public Schools (APS) website

Scotch College is likely only to disclose personal information to overseas recipients if it is directly relevant to an overseas trip proposed to be taken by the students and then only with the consent of the individual concerned (which consent may be implied). It is not practicable to specify in this Collection Notice the countries in which the recipients of such information are likely to be located.

The Scotch College Privacy Policy contains information about how an individual may access the personal information about them that is held by the School and to seek the correction of such information. The Privacy Policy also contains information about how an individual may complain about a breach of the Australian Privacy Principles and how the School will deal with such a complaint.

Contact: If you have any question about this Privacy Collection Notice please email: [privacy@scotch.vic.edu.au](mailto:privacy@scotch.vic.edu.au)