

Standard Collection Notice

This notice explains how University Senior College (“the College”) handles the personal information of students and parents, caregivers or legal guardians (together “you”).

1. University Senior College collects personal information, including sensitive information, about you before and during the course of a student's enrolment at the College. This may be in writing, through technology systems or in the course of conversations.
2. The primary purpose of collecting personal information is to enable the College to provide schooling to students enrolled at the College, exercise its duty of care, and perform necessary administrative activities, which will enable students to take part in all the activities of the College.
3. The College has legal obligations which require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws, as well as the College's duty of care to students.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.
5. 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.
6. In other circumstances, where the College requests personal information about a student or parent, and the information requested is not provided, the College may not permit the student to take part in a particular activity.
7. 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.
8. The College may disclose your personal and sensitive information for educational, care and administrative purposes, and to seek support and advice. This may include to:
 - another school or University, 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
 - providers of learning and assessment tools
 - assessment and educational authorities including the Australian Curriculum, Assessment and Reporting Authority (ACARA)
 - the SACE Board, SATAC and universities
 - people providing educational, support and health services to the College, including specialist visiting teachers, specialist advisors, volunteers and counsellors
 - anyone you authorise the College to disclose information to

- anyone to whom the College is required or authorised to disclose the information to by law, including child protection legislation
 - the third-party providers of our information management and storage systems, for the purposes of the providers providing services to the College in connection with the systems, and
 - people providing other information technology services to the College, for the purpose of providing services to the College and for administering the education of students.
9. The College uses information management and storage systems (Systems) provided by third party service providers. Personal information is stored with and accessible by the third party service providers for the purpose of providing services to the College in connection with the Systems.
 10. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, messaging, and education and assessment applications. Some personal information may be provided to these service providers to enable them to authenticate users that access these services, and for technical support. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about the College's use of online or 'cloud' service providers is contained in the College's Privacy Policy.
 11. The College may engage in fundraising activities. Your personal information 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 without your consent.
 12. On occasions information such as academic achievements, student activities and similar news is published in the College's newsletters and magazines, on the College's website and/or the College's social media platforms. Photographs of student activities and events may also be taken for these purposes and published in the College's newsletters and magazines, on the College's website and/or the College's social media platforms. The College will obtain separate permissions from you prior to publication.
 13. Personal information collected from students may be disclosed to their parents, caregivers or legal guardians.
 14. Any questions in relation to the collection, use, disclosure and retention of personal information collected by the College may be directed to the College's Privacy Officer.
 15. The College's Privacy Policy, accessible on the College's website, sets out how you can seek access to and correct your personal information which the College has collected and holds. However, access may be refused in certain circumstances such as 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, where students have provided information in confidence or where the College is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).
 16. The College's Privacy Policy also sets out how you can make a complaint about a perceived breach of the Australian Privacy Principles and how the complaint will be handled.