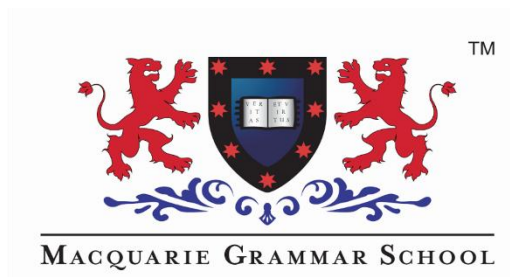


Standard Collection Notice and Privacy Policy Statement



Standard Collection Notice

Macquarie Grammar School maintains a Privacy Policy, accessible on the School's website, which outlines how the School collects, stores, provides access to, uses, and discloses personal information. This Standard Collection Notice provides a summary of key elements of how personal information is collected and used.

1. Collection of Personal Information

The School collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment. This information may be collected in writing, electronically, or during conversations. The primary purpose of collecting this information is to enable the School to provide schooling, exercise its duty of care, engage in marketing and fundraising, and perform necessary associated administrative activities so that students can take part in all activities of the School.

2. Legal Obligations

Some information is collected to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care and comply with NSW education laws and child protection requirements.

3. Legal Framework

Laws governing or relating to the operation of a school in NSW require certain information to be collected and disclosed. These include the *Education Act 1990 (NSW)*, *Privacy and Personal Information Protection Act 1998 (NSW)*, *Health Records and Information Privacy Act 2002 (NSW)*, and relevant child protection legislation.

4. Health Information

Health information about students is considered sensitive information under the Australian Privacy Principles (APPs) and the Health Privacy Principles (HPPs). The School may request medical reports about students from time to time to support their health, safety, and wellbeing.

5. Disclosure of Information

The School may disclose personal and sensitive information for educational, legal, administrative, marketing, and support purposes. This may include disclosure to:

- Other schools and teachers at those schools;
- Government departments (including for policy and funding purposes);
- Medical practitioners;

- People providing educational, support, and health services to the School, including specialist visiting teachers, coaches, volunteers, and counsellors;
- Providers of learning and assessment tools;
- Assessment and educational authorities, including NESA and NAPLAN Test Administration Authorities;
- 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 by law to disclose information, including under child protection laws.

6. Disclosure to Parents or Guardians

Personal information collected from students is regularly disclosed to their parents or guardians, unless such disclosure is contrary to law or the student's best interests.

7. Use of Online and Cloud Services

The School may use online or 'cloud' service providers to store personal information and to provide services involving the use of personal information, such as email, instant messaging, and education and assessment applications. Some limited personal information may be provided to these service providers for user authentication. This information may reside on servers located outside Australia.

8. Access and Correction

The School's Privacy Policy sets out how parents or students may seek access to and correction of their personal information held by the School. Access may be refused in certain circumstances, such as where access would have an unreasonable impact on the privacy of others, result in a breach of the School's duty of care, or where information was provided in confidence. Any refusal will be notified in writing with reasons if appropriate.

9. Complaints

The School's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs or HPPs and how the School will handle such complaints.

10. Fundraising

The School may engage in fundraising activities. Information received from you may be used to make an appeal to you and may be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. The School will not disclose your personal information to third parties for their own marketing purposes without your consent.

11. Publication of Student Achievements and Activities

Information such as academic and sporting achievements, student activities, and similar news may be published in School newsletters, magazines, intranet, and on the School website. This may include photographs and videos of student activities such as sporting events, school camps, and excursions. The School will seek annual permission from the student's parent or guardian (and from the student if appropriate) before including such material in promotional or public materials.

12. Disclosure of Third-Party Information

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 their information to the School and why.

Policy Statement

Macquarie Grammar School is committed to protecting the privacy of all members of its community. The School collects, uses, and discloses personal information in accordance with the *Privacy Act 1988 (Cth)*, the Australian Privacy Principles, the *Privacy and Personal Information Protection Act 1998 (NSW)*, and the *Health Records and Information Privacy Act 2002 (NSW)*.

The School's Privacy Policy and Standard Collection Notice are available on the School website. Parents and students are encouraged to review these documents for further information about their rights and the School's obligations.

Contact:

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