



SCHOOLS OF THE PARED FOUNDATION
COLLECTION OF PARENT AND STUDENT INFORMATION 2018
(UNDER THE PRIVACY ACT 1988)

1. PARED Ltd and its Schools (herein referred to as “the Schools”), namely Tangara School for Girls, Redfield College, Montgrove College, Wollemi College and Retaval Belfield collects personal information, including sensitive information about students and parents or guardians before and during the course of a student’s enrolment at the Schools. The primary purpose of collecting this information is to help the Schools to provide the appropriate education for your child, enable the Schools to exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the School.
2. Some of the information we collect is required by law to satisfy the Schools’ legal obligations, particularly to enable the Schools to discharge its duty of care. These include relevant Education Acts and Public Health and Child Protection laws. You may contact the Schools if you have any questions about this.
3. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about your child from time to time.
4. The Schools from time to time disclose personal and sensitive information for educational, administrative and support purposes. This may include other schools and teachers at those schools, government departments, medical practitioners and people providing services and health services to the Schools. Other people who may receive this information include specialist visiting teachers, (sports) coaches, counsellors, volunteers, and providers of learning and assessment tools. People providing administrative and financial services to the School; anyone you authorise the School to disclose information to, anyone to whom the Schools is required to disclose the information to or by law, including child protection laws. This information is vital for the welfare of each individual student. If the Schools cannot gain access to such information it may mean that the Schools are unable to enrol or continue enrolment of your child.
5. The School may use online or ‘cloud’ service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider’s servers which may be situated outside Australia. Further information about the School’s use of online or ‘cloud’ service providers is contained in the School’s Privacy Policy. The Schools utilise service providers to provide certain services to the Schools and its staff and students. The Schools may provide your personal information to those service providers in connection with the provision of these services.
6. The Schools’ Privacy Policy, accessible on the School’s website, sets out how parents or students may seek access to and correction of their personal information which the School 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 School’s duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
7. On occasions information such as academic and sporting achievements, student activities and other news is published in Schools’ newsletters, magazines, the Schools’ website. We may include student and parent contact details in a class list and School Directories. Any families enrolled at the schools in 2018 who do not wish their details to be distributed as outlined, should advise the school office within one month of receipt of this notice. Please note that for Term 1, 2018 we kindly request that notification be given to the school office by 8 February.

8. Photographs/video of pupil activities such as sporting events, School camps and School excursions may be taken for publication in School newsletters and magazines, the school intranet, and on occasion the school website, social media, promotional materials and newspapers and other media. **Please** advise your School Office via the email noted below immediately **should you not want** you or your child/children/yourselves to be included in any photograph/videos.

9. The Schools from time to time may also collect and disclose personal information about current or prospective students in accordance with the Education Act or child protection legislation or any other Act required under law.

10. Parents may seek access to personal information collected about them and their child by contacting the School. There will, however be occasions when access may be denied due to special circumstances. 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 School's duty of care to the student, or where a student has provided information in confidence.

11. The Schools from time to time engage in fundraising activities. The information received from you may be used to request support for fundraising. It may also be disclosed to organisations that assist in the School'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. If you provide the School with the personal information of others, such as names of doctors or emergency contacts, it is important that you inform these persons that you are disclosing that information to the School. In this way these persons may access that information if they wish and that the School does not usually disclose the information to third parties.

13. The Schools' Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled. If you would like to complain that you believe that the School has breached the privacy principles, please contact your School Principal. The School will investigate any complaint and will notify you of the outcome of a decision in relation to your complaint as soon as is practicable.

Tangara School for Girls (including Belfield campus) PH: 96804844 Email: admin@tangara.nsw.edu.au

Redfield College PH: 9651 4066 Email: info@redfield.nsw.edu.au

Montgrove College PH: 4736 5977 Email: admin@montgrove.nsw.edu.au

Wollemi College PH: 9833 0499 Email: info@wollemi.nsw.edu.au