



## Collection Notice & Privacy Policy:

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

Some of the information we collect is to satisfy All Souls St Gabriels School's legal obligations, particularly to enable the School to discharge its duty of care

Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.

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 which will be handled in accordance with the Act.

All Souls St Gabriels School, from time to time, discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, Anglican Schools Office, your local diocese and the parish, medical practitioners, and people providing services to All Souls St Gabriels School, including specialist visiting teachers, sports coaches and volunteers.

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.

Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in School newsletters, Yearbooks, the All Souls St Gabriels Gazette and on our website

Parents/legal guardians may seek access to personal information collected about them and their son/daughter by contacting All Souls St Gabriels School. 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 All Souls St Gabriels School's duty of care to the student, or where students have provided information in confidence.

As you may know the School 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 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.

If you provide All Souls St Gabriels School with the personal information of others, such as medical or emergency contacts, we encourage you to inform them that you are disclosing that information to All Souls St Gabriels School. Please also inform them that they can access that information if they wish and that All Souls St Gabriels School does not usually disclose such information to third parties.



## Privacy Policy:

By signing our enrolment contract, you consent to All Souls St Gabriels School, All Souls St Gabriels Parents and Friends Association and All Souls St Gabriels School Past Students Association (PSA) collecting and using student's personal information for the purposes contained in the above Collection Notices and the School's Privacy Policy. You acknowledge having received and read the Collection Notices and Privacy Policy and agree to their condition. The School and the Association will not disclose a student's personal information to any third party for purposes other than those contained in the Privacy Policy, without prior consent, unless required or authorised by law. If you have any questions as to how the School or the PSA use the information collected, or if you would like to change the student's details, please contact the School in writing at: All Souls St Gabriels School, P O Box 235, Charters Towers QLD 4820