Standard Collection Notice

1. The School collects personal information, including sensitive information about students and parents/guardians before and during the course of a student’s enrolment at the School. This may be in writing or in the course of conversations. The primary purpose for collecting this information is to enable the School to provide schooling for your child and to enable them to take part in all School activities.

2. Some of the information we collect is to satisfy Lindisfarne’s legal obligations, particularly to enable the School to discharge its duty of care.

3. Laws governing or relating to the operation of the School require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection Laws.

4. Health information about students is sensitive as per the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.

5. The School, from time to time, discloses personal and sensitive information to others for administrative and educational purposes. This includes other schools, other discrete bodies within Lindisfarne, government departments, the Anglican Schools Commission, medical practitioners and people providing services to the School, including specialist visiting teachers, coaches and volunteers.

6. 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 that information to the School and why, that they can access that information if they wish and that the School does not usually disclose information to third parties.

7. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.

8. 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, magazines, on our website, and in the general media (e.g. newspapers). Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in school newsletters and magazines. The School will obtain separate permission from the student’s parent/guardian prior to publication if we would like to include photographs or other identifying material in promotional material for the School or otherwise make it available to the public such as on the Internet.

9. The School may also store personal information in the ‘Cloud’ which may mean that it resides on servers which are situated outside Australia.

10. The School’s Privacy Policy (www.lindisfarne.nsw.edu.au) sets out how parents may seek access to personal information collected about them. 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 the School’s duty of care to the student, or where students have provided information in confidence.

11. The Lindisfarne Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.

12. 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 (Parents and Friends Association) solely for that purpose. We will not disclose your personal information to third parties.