

## **STANDARD COLLECTION NOTICE**

1. Richmond Christian College (RCC) collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at RCC. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable RCC to provide schooling for your child and to enable them to take part in all activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable RCC to discharge its duty of care.
3. Laws governing or relating to the operation of schools require that certain information is collected and disclosed. These include relevant Education Acts, Work Health and Safety (including Health Acts), and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We ask you to provide medical details about students for duty of care and relevant risk assessment.
5. From time to time RCC discloses personal and sensitive information to others for administrative and education purposes, including to facilitate the transfer of a student to another School. This includes, but is not limited to: other schools; government departments; medical practitioners; and people providing services to RCC, including specialist visiting teachers, sport coaches, tutors and volunteers.
6. The School may store personal information in the 'cloud' which means that it resides on servers which are situated outside Australia.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, students' activities and other news is published in school newsletters, on Facebook and on our website. Individual or group photos may also be published in the school's newsletter or Year Book. You must advise us if you do not wish photos of your child to appear in such publications.
8. Parents may seek access to personal information collected about them and their child by contacting RCC. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include those where: access would have an unreasonable impact on the privacy of others; where access may result in a breach of RCC's duty of care to the student; or where students have provided information in confidence.
9. RCC's Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
10. RCC 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 RCC'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.
11. We may include your contact details in a class list and/or school directory. In the case of publicly available school directories, if you do not agree to this you must advise us prior to the publication of such directories. In the first instance, we will notify you of our intention to publish such a directory.
12. If you provide RCC 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 RCC and why; they can access that information if they wish; and that RCC does not usually disclose the information to third parties.
13. As a Christian community concerned for its members, staff, students and parents regularly pray for each other. At times this will involve disclosing personal and sensitive information, eg: with regard illness, accident, birth or engagement, to others. If you give us such information but do not want it used in this way please advise us at the time of notification.
14. Copies of Richmond Christian College's Privacy Policy are available on the school website [www.richmond.nsw.edu.au](http://www.richmond.nsw.edu.au).



#### **CONTRACTOR/VOLUNTEER COLLECTION NOTICE**

1. In applying to provide services to the School, you will be providing Richmond Christian College with personal information. We can be contacted at: 7 Gallans Road, Ballina NSW; or by phone (02) 66867847.
2. If you provide us with personal information, e.g. your name and address, or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for the length of the job in hand, or keep it on file for future reference.
4. The School's Privacy Policy sets out how you may seek access to your personal information and how you may complain about a breach of the Australian Privacy Principles.
5. We will not disclose this information to a third party without your consent.
6. We may require a Working with Children Check from you under Child Protection Law.
7. If you provide us with the personal information of others, e.g. medical practitioners or next of kin, we encourage you to inform them that you are disclosing that information to RCC, and why, that they can access the information if they wish, and that the School does not usually disclose the information to third parties.

#### **EMPLOYMENT COLLECTION NOTICE**

1. In applying for this position you will be providing Richmond Christian College with personal information. We can be contacted at 7 Gallans Road, Ballina NSW; or by phone (02) 66867847.
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The School's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles, or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. We will not disclose this information to a third party without your consent.
5. We are required to collect Working with Children Check information under Child Protection laws.
6. If you provide us with the personal information of others, e.g. medical practitioner or next of kin, 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 RCC does not usually disclose the information to third parties.