



The Scots College

Sydney Australia

Collection Notice

The Scots College collects personal information, including sensitive information, about students and their parents or carers before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to consider applications for enrolment and scholarships, entitlements for bursaries and to generally provide schooling for your son/s.

- **Legal Obligations:** Some of the information we collect is to satisfy the College's legal obligations, particularly to enable it to discharge its duty of care.
- **Relevant Laws:** Certain laws governing or relating to the operation of schools require the collection of specific information, including, but not limited to, Public Health, Child Protection, and privacy-related legislation, such as the *Privacy Act 1988* and the Australian Privacy Principles (APPs).
- **Health Information:** Health information about students is sensitive information under the Australian Privacy Principles. We may request medical reports regarding your son/s from time to time to ensure his wellbeing and safety.
- **Disclosure of Information:** The College may need to disclose personal and sensitive information to others for administrative and educational purposes, including government departments, medical practitioners and service providers such as specialist visiting teachers, sports coaches, volunteers and technology service providers who comply with *Privacy Act 1988* standards. Where required, information may also be disclosed to regulators or legal authorities.
- **Enrolment or Scholarship Consideration:** Failure to provide the necessary information may result in the College being unable to process or continue your son/s' enrolment or scholarship/bursary applications.
- **Publication of Information:** Personal information such as academic, sporting achievements or activities may be published in College publications (newsletters, magazines) or online platforms, in accordance with APP 6 – Use or Disclosure of Personal Information, unless you have objected to this use.
- **Access to Information:** Parents and students may request access to personal information held by the College in accordance with the *Privacy Act 1988*. There may be instances where access is restricted, such as where it would impact the privacy of others or where it is legally required to withhold the information.
- **Fundraising:** Personal information may be used for fundraising activities to support the College. Your information will not be shared with third-party marketing organisations without your explicit consent.
- **Contact Information:** We may include your contact details in a class list or College directory. You may opt out by notifying the College in writing.
- **Third-Party Information:** If you provide personal information about others, such as emergency contacts or healthcare professionals, we encourage you to inform them that you are sharing their details with the College and ensure they understand their rights to access the information under the *Privacy Act 1988*.



- **Monitoring Internet and Email Activity:** The College may periodically analyse internet and email activity for security and system maintenance purposes in compliance with APP 11 – Security of Personal Information.

Privacy Alumni Collection Notice

- **Information Collection:** The Advancement Office/Old Boys' Union collects personal information to keep alumni informed about College activities, events and fundraising opportunities in accordance with APP 3 – Collection of Solicited Personal Information.
- **Membership:** Information is necessary to maintain your membership in the Old Boys' Union.
- **Fundraising:** Personal information may be used to make fundraising appeals. If you wish to opt out of such communications, please inform us in writing.
- **Publication:** Personal information may be published in College materials, including the alumni magazine and website. If you do not wish to have your details published, please advise us.
- **Access to Information:** Alumni may request access to their personal information as provided under the *Privacy Act 1988*.
- **Third-Party Information** If you provide personal information about others, please inform them of this and their rights under the Privacy Act.

Employment Collection Notice

- **Information Collection:** When applying for a position at the College, personal information will be collected for the purpose of assessing your application, in accordance with APP 3 – Collection of Solicited Personal Information.
- **Storage Duration:** We may retain unsuccessful applicants' information for up to seven years, as required by law.
- **Access to Information:** You may request access to your personal information; however, there may be instances where access is denied in accordance with the *Privacy Act 1988*.
- **Child Protection:** We are required to collect personal information for pre-employment checks under NSW Child Protection laws and Working With Children Check (WWCC) requirements.
- **Disclosure to Third Parties:** Personal information will not be disclosed to third parties without your consent, except as required by law.

Contractor/Volunteer Collection Notice

- **Information Collection:** The College collects personal information to assess your suitability for participation in College activities, as required under APP 3 – Collection of Solicited Personal Information.
- **Storage Duration:** Your information may be retained for up to seven years.
- **Access to Information:** You may request access to your personal information unless there are legal grounds for denying access.
- **Child Protection:** Information required for background checks under NSW Child Protection laws will be collected.

Privacy Complaints

If you believe that The Scots College has breached its obligations under the *Privacy Act 1988* or the Australian Privacy Principles (APPs) in the handling of your personal information, you may lodge a complaint. Complaints must be submitted in writing to the College's Privacy Officer via the contact details provided below.

- **Lodging a Complaint:** Complaints regarding how your personal information has been handled should be directed to the Privacy Officer at the College via email or post. Please provide as much detail as possible regarding your concern, including relevant dates and interactions.
- **Complaint Handling Process:** Once a complaint is received, the College will acknowledge the complaint and investigate the matter. You will be informed of the outcome in writing within a reasonable timeframe, typically within 30 days of the complaint being received.
- **Escalation:** If you are not satisfied with the College's response, or if you believe your privacy complaint has not been adequately resolved, you may contact the Office of the Australian Information Commissioner (OAIC). The OAIC can be contacted through their website at www.oaic.gov.au or by phone at 1300 363 992.

Contact Information for Complaints

Privacy Officer

The Scots College

Address: 53 Victoria Rd, Bellevue Hill NSW 2023

Email: privacy@scots.college