

We understand the importance of protecting your privacy and the privacy of the children under your care. We are committed to comply with the Privacy Act 1998, and the National Privacy Principles. The Privacy Act regulates the way organisations may collect, use, disclose, store and safeguard your personal information. The National Privacy Principles are designed to give individuals access to their information to ensure it is complete, up-to-date and accurate.

How and why we collect your personal information

We collect personal information from you when you seek to enrol your children at the College or when you or your children use the services provided by the College. We collect this information so that we can administer and supply the services you or your children require, and to give you information to which you are entitled as a member. This includes health information pertaining to your children at the College to assist in the provision of emergency medical treatment.

If your personal information is not provided

If you do not provide us with all the information we request, we may be unable to enrol your children at the College or supply to you the services that you require.

Marketing information

We may, with your consent, use your personal information to give you information that may be of interest to you and provide details of the services that are available from us or from other organisations with which we have relationships. Your consent will be implied unless you notify us that you do not consent to your information being used for this purpose. You can elect to alter your consent at any time.

Under no circumstances will information be sold to external agencies for marketing purposes.

When we may give your personal information to other organisations

Sometimes we may need to give some personal information about you to other organisations that provide us services so that we can supply to you the services you require from us. These organisations may only use the information to the extent necessary to provide the services we authorise.

Sometimes we may be required to give some personal information about you to other organisations to comply with our legal obligations. Examples of such organisations are our auditors and legal advisers.

Your access rights and how to contact us

The Privacy Act outlines your rights to access the personal information we hold about you, and you can ask us to correct the information if it is inaccurate.

We recognise that you provide us with your information in trust and we will demonstrate our integrity by protecting and keeping secure your personal information.

If you have any queries relating to this Privacy Statement or require additional information, please contact our Privacy Officer on (08) 8341 5133.