

The [Australian Privacy Principles \(APPs\)](#) require the College to notify individuals of the following matters when collecting personal information from them:

1. Portside Christian College ('the College') collects personal information (including sensitive information and health information) about students and parents/guardians ('parents') 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 provide schooling to students enrolled at the College, exercise its duty of care and perform necessary associated administrative activities, which will enable students to take part in all the activities of the College.
2. The College may collect personal information about students and parents from others (e.g. previous schools, church pastor).
3. Some of the information we collect is to satisfy the College's legal obligations under relevant Education Acts, Public Health Acts and Child Protection laws.
4. If the personal information requested by the College about a student or parent is not provided, the College may not be able to commence or continue the enrolment of the student or permit the student to take part in a particular activity.
5. The College may disclose personal and sensitive information for educational, administrative and support purposes. This may include disclosure to:
 - students' parents;
 - other schools and teachers at those schools;
 - government departments (including for policy and funding purposes);
 - Portlife Church office;
 - medical practitioners;
 - people providing educational, support and health services to the College (e.g. specialist visiting teachers, sports coaches, volunteers, consultants and counsellors);
 - providers of specialist advisory services and assistance to the College, including in the areas of Human Resources, child protection and students with additional needs;
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - people providing administrative and financial services to the College;
 - recipients of College publications, such as newsletters and magazines;
 - insurance companies;
 - organisations that assist in the College's fundraising activities;
 - anyone you authorise the College to disclose information to; and
 - anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.
6. The College may publish information, photographs and/or videos of student activities in College newsletters and magazines, on our intranet and on our website. The College will request permission before doing so. Further information is contained in the College's *APP privacy policy (College community)*.
7. The College may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange or missions trip. The College may also use cloud service providers to store personal information and to provide services to the College that involve the use of personal information (e.g. G Suite for Education, Office 365, Qikkids, Storypark). Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. Further information about the College's disclosure of personal information to overseas providers is contained in the College's *Privacy policy (College community)*.

8. If you provide the College with the personal information of others (e.g. referees, emergency contacts), we encourage you to inform them that you are disclosing that information to the College and why.
9. The College's *Privacy policy (College community)*, on the College's website, contains further information about the College's general information handling practices including:
 - How parents or students may seek access to and correction of their personal information which the College has collected and holds.
 - How parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.

Last Updated September 2019