



SHORE

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PRIVACY AND INFORMATION COLLECTION NOTICE

This Collection Notice explains in general terms how we protect the privacy of the personal information you provide, when you are enrolling or already have students enrolled at Shore ('the School'). In reading this Collection Notice and providing us with your personal information, you consent to our collection, use and disclosure of that information, as specified below.

1. Shore collects personal information about students, parents or carers and family members before and during a student's initial and continued enrolment at the School. This may be in writing, electronic communication or during conversations via phone or interview. The primary purpose of collecting this information is to enable the School to meet its educational, administrative, and legal obligations, particularly its duty of care responsibilities, to its students.

2. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant NSW Education Acts, NSW Public Health Acts, parameters, and legislation provided by the Office of the Children's Guardian 2019 (NSW) and other criminal legislation pertaining to NSW and the Commonwealth.

3. The School may request medical and health information about students. Examples are a student's asthma and anaphylaxis action plans, chronic illness plans as well as any other relevant information which can reasonably impact the school's ability to provide suitable education and sporting environment, excursion provisions, first aid, medication administration and other support.

4. A student's health and medical information will be disseminated and used within the School to best meet Shore's duty of care responsibilities, within the appropriate bounds of privacy.

5. Shore may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:

- government departments
- third party services that provide online educational and assessment support services or applications (apps), which may be via various electronic methods
- another school to facilitate the transfer of a student
- medical practitioners, and specialists providing educational support and health services to the School, including specialist teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority and NESA
- people providing administrative and financial services to the School
- anyone you specifically authorise the School to disclose information to; and
- anyone to whom the School is required or authorised to disclose the information to by court order, subpoena or specific law.



6. If relevant personal information is not provided to Shore, the School may have difficulty in be able to fully discharge its duty of care to its students and staff.
7. The School will engage in fundraising activities from time to time. Information received from you may be used for these purposes. It may also be disclosed to The Shore Foundation, Shore Old Boys' Union and the Shore Parents' Association who assist in the fundraising activities of the School. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
8. The School adheres to National Privacy legislation and Australian Privacy Principles, Office of the Australian Information Commissioner (OAIC) recommendations and practices in the appropriate storage and protection of collected information.
9. Shore has published our [Privacy Policy](#) on the School website. We recommend that you read this policy for an understanding of privacy in a school context. We also publish policy for Whistleblower matters and Complaints Handling. If there are issues in matters of handling privacy, please review these policies for a means to address this with the School.
10. Shore uses information stored in its records around family approvals for the publication of photographs, academic and sporting achievements and social media, newsletter and website reporting for the School and external community and other associated organisations. It is recommended that families review their chosen options to ensure their selected options are correct. Changes can be made through your secure login at any time for a change of preference or circumstance.
11. If you provide the School with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why. Also, that they can request access to and correction of that information if they wish. You can also refer them to the School's Privacy Policy for further details about how such requests and how the School otherwise handles the personal information it collects and complaints it receives.

Any parent, carer or community member has questions about any aspect of this collection notice or other matters around information privacy they should contact Sarah Deacon, Risk and Compliance Manager for Shore on 02 9968 7213.