

## **Privacy Policy**

*In accordance with the Privacy Amendment (Privacy Sector) Act 2000, there is a mandatory requirement for the College to comply with the national privacy principles. One of the principles is that the College must ensure that individuals about whom information is collected are made fully aware of the collection. As such, the College has prepared the following document.*

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the College's obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, the Association of Independent Schools of NSW, medical practitioners and people providing services to the College, including specialist visiting teachers, coaches and volunteers.
6. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son/daughter.
7. The College may be sending personal and sensitive information on your child to the Association of Independent Schools of NSW (AISNSW) for the purpose of accessing Commonwealth funding and support services. If you do not wish to give permission to forward information on your child to AISNSW you must advise the College that your permission is withheld.
8. The College will be sending personal information on your child to the NSW Department of Education and Training for the purposes of parents receiving the Back to School Allowance. If you do not wish to give your permission to forward information on your child to the Department of Education and Training, you must advise the College that your permission is withheld.
9. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in school newsletters, magazines and on our website.

10. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the pupil, or where pupils have provided information in confidence.
11. As you may know, the College 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 the College'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, except as identified in Item 12.
12. The College benefits from the Jewish Communal Appeal (JCA) and provides the JCA on a confidential basis with the names and addresses of its members and supporters. The JCA may approach those persons in its fundraising activities. If you do not agree to this, you must advise us now.
13. The College provides the names and addresses of parents and pupils to the Mount Sinai College Parents Association to enable it to provide information to parents and pupils about its services to assist in its fundraising activities, and for inclusion in class lists. If you do not agree to this, you must advise us now identifying the particular category or categories in which you do not wish to participate.
14. If you provide the College 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 the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.