



Standard Collection Notice

Efficacy Date: November 2023

Craig Sandwell, Deputy Headmaster – Policy and Strategy

1. Trinity Grammar School (the School) collects Personal Information about Student(s) and Parent(s) before and during the Student's enrolment at the School. Collection may be in writing, conversation, directly from the individual or obtained from another source(s). The primary purpose of collecting Personal Information is to enable the School to meet its educational, administrative and duty of care responsibilities to the Student and enable them to participate in all activities endorsed by the School.
2. For the purposes of this Notice 'Personal Information' refers to an individual's *personal* and/or *health* and/or *Financial* / and/ or *sensitive* information.
3. The School's collection of Personal Information practice complies with State and Federal legislation including, but not limited to, the Privacy Act 1988 (Cth) (and Australian Privacy Principles), Privacy Amendment (Notifiable Data Breaches) Act 2017, Privacy Amendment (Enhancing Privacy Protection) Act 2012 and, Health Records Information Privacy Act 2002 (and Health Privacy Principles). Where applicable, the School will also comply with the European General Data Protection Regulation (GDPR).
4. This Notice should be read in conjunction with the School's Privacy Policy.
5. Certain laws governing or relating to the operation of the School requires particular information to be collected and/or disclosed. These include Education, Public Health and Child Protection Laws. Some of the information the School collects is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
6. If any personal information requested by the School is not provided, this may affect the School's ability to enrol a Student, respond to enquiries, provide the Student with educational and support services, or allow a person to visit the School.
7. The School may disclose Personal Information for administrative, education and support purposes (or may permit the information to be directly collected by third parties). This may include, but is not limited to:
 - a) The Old Trinitarians Union
 - b) Services provided by the Anglican Diocese of Sydney, The Association of Independent Schools of NSW (AISNSW), Combined Associated Schools (CAS) in New South Wales, and Independent Schools Council of Australia (ISCA).
 - c) State and Federal Government Departments such as the Department of Education, the Australian Curriculum, Assessment and Reporting Authority (ACARA), National Assessment Program – Literacy and Numeracy (NAPLAN) Test Administration Authorities, NSW Education Standards Authority (NESA), Department of Defence (Cadets), Australian Bureau of Statistics (Census), Ombudsman New South Wales, and Commonwealth Ombudsman (Overseas Students only).
 - d) Assessment and educational authorities such as the International Baccalaureate Organisation (IBO), Academic Assessment Services (Allwell Testing), and Lifelong Achievement Group (Motivation and Engagement Survey).
 - e) Software (Applications and Service) providers such as Microsoft (Office 365), Google (Google Apps), Instructure (Canvas), Education Horizons Group (Synergetic), Studentnet.ID (Cloudwork) and InLoop Pty Ltd (Flexischools).
 - f) Another school, subject to Parent consent (unless negated by Child Protection legislation) to facilitate the transfer of a Student.
 - g) Health Service providers, and people providing educational support and health services to the School such as specialist teachers, sport coaches, physiotherapists, Volunteers, counsellors and providers of learning and assessment tools.
 - h) Any person(s) the School is required or authorised to disclose information to by law.
 - i) Any other person(s) the Parent, and Student (if applicable), has authorised the School to disclose information to.

8. Personal information collected from a Student is regularly disclosed to their Parent(s). On occasions information such as academic and sporting achievements, student activities and similar news is published in the School's newsletters, Headmaster's bulletins, magazines, intranet, social media and website. The School obtains permission, at the time of enrolment (see: Enrolment Conditions), to include Student images in the School's records, publications, promotional material and website, live streaming of events, as well as display images around the School and/or any other marketing and promotional material. Such permission will apply for the duration of the Student's enrolment unless the School is otherwise notified (in writing).
9. The School may use on premise and/or cloud-based services to store Personal Information and provide services to the School that involve the use of Personal Information, such as services relating to email, instant messaging and education and assessment applications. Some limited Personal Information may be provided to these service providers to enable them to authenticate users that access their services. Service providers may store information outside Australia. Please contact the School's Head of Information and Communication Technologies on +61 2 9581 6000 if you would like further information on the School's ICT service providers and/or protocols.
10. Student(s) may seek access to, and correction of, their Personal Information which the School has collected and holds. However, access may be refused in certain circumstances such as, but not limited to, where access would have an unreasonable impact on the privacy of others or may result in a breach of the School's duty of care. Any refusal will be notified in writing with reasons, as appropriate. Further information about Access and Correction of Personal Information is contained in the School's Privacy Policy.
11. The School's Privacy Policy also sets out how to raise a concern about how the School manages any Personal Information it holds.
12. From time to time the School engages in fundraising activities. Personal Information held by the School may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. The School will not disclose Personal Information to third parties for their own marketing purposes without written consent from the individual.
13. Any disclosure of Personal Information of others to the School, such as doctors or emergency contacts, should be informed to the individual(s) so they are aware that their Personal Information is being provided to the School, the reason why, and that the School does not usually disclose such information to third parties. Please refer such person(s) to the School's Privacy Policy for further details about how they may access and correct their Personal Information and how the School may otherwise handle Personal Information it collects and complaints it may receive.

