

PRIVACY: STANDARD COLLECTION NOTICE

Haileybury collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at Haileybury. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable Haileybury to provide schooling for your daughter/son and to enable them to take part in all School activities. Some of the information we collect is to satisfy Haileybury's legal obligations, particularly to enable it to discharge its duty of care. Certain laws governing or relating to the operation of schools require that certain information is collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.

Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.

Haileybury, from time to time, also has to disclose certain personal information and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes other schools, government departments, medical practitioners, publications and people providing services to the School, including specialist visiting teachers, outdoor education professionals, coaches, volunteers and counsellors. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.

Personal information collected from students is regularly disclosed to their parents and guardians. Haileybury's Privacy Policy sets out how parents or students may seek access to personal information collected 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 Haileybury's duty of

care to the student or where students have provided information in confidence.

The Haileybury Privacy Policy also sets out how you may complain about a breach of privacy and how Haileybury will deal with such a complaint.

On occasions, information such as academic and sporting achievements, student activities and similar news is published in School newsletters, magazines and on our website. Photographs of student activities such as sporting events, camps and excursions may be taken for publication in School newsletters, magazines and on our website. We will ask for your consent for inclusion of your child's name or image in these materials on enrolment. You can request that your consent be updated at any time.

As you may know, from time to time, Haileybury engages in fundraising activities. The information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in Haileybury's fundraising activities solely for that purpose. Personal contact details are also issued to our uniform supplier, Noone Imagewear, so that they may contact you regarding uniform supplies and to the Old Haileyburians Association when a student leaves the School.

We will not disclose your personal information to third parties for their own marketing purposes without your consent.

If you provide Haileybury 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 School and why, that they can access that information if they wish, and that Haileybury does not usually disclose the information to third parties.

If your child's nationality is not Australian, Haileybury may verify their visa details with the Department of Immigration and Border Protection from time to time.