



PRIVACY COLLECTION NOTICE

Overnewton Anglican Community College (**College**) is bound by the Australian Privacy Principles (**APPs**) contained in the *Privacy Act 1988* (Cth) (**Act**). The College has a Privacy Policy, which can be viewed on our website at www.overnewton.vic.edu.au. Alternatively, you may request a written copy from the receptionist at either the Keilor or Taylors Lakes Campus.

The Act requires us to provide the following information to our students, parents or guardians of students and others from whom we collect personal information

1. **Personal information**

We may need to collect personal information, including sensitive information about you or others including names, addresses, contact details, bank account details, employment history and details about your racial or ethnic background, religious or philosophical affiliations, criminal record or health, genetic or biometric information.

2. **Why we collect personal information**

The College will collect your personal information so that it can identify students, parents and/or guardians or students, job applicants, staff members, College alumni, volunteers and contractors and any other person who comes into contact with the College.

The College will use your personal information to satisfy its legal obligations associated with providing education services. This includes discharging its duty of care in respect of public health and child protection laws.

The College will also use personal information to advertise and promote the College's activities, administer the College's alumni, Overnewton Old Collegians Association, conduct fundraising activities, inform you or others of initiatives, services or events we think may be of interest to you or them and develop and implement changes to improve the efficiency of our services.

If you do not provide us with all the personal information we request from you, we may not be able to provide you or your child with educational services, employment or volunteer opportunities or membership of the Overnewton Old Collegians Association or engage you to provide products or services to the College.

3. **How we collect personal information**

We may collect personal information when:

- we are contacted by you about our services;
- we receive any unsolicited information about you from any source;
- we respond to an inquiry by you, where we consider that provision of personal details are reasonably required to respond to the query; or
- you provide us with any additional information about yourself.



4. Disclosure of personal information

Your personal information will usually only be disclosed to:

- College staff involved in providing education services, including specialist visiting teachers, sports coaches, volunteers and other service providers engaged by the College;
- other schools, government departments;
- parents or guardians of students enrolled at the College;
- medical practitioners or other health care providers who are involved in the care of students' welfare;
- any person or organisation with lawful entitlement to obtain the information; or
- any person who you have nominated or authorised the College to contact about you including work colleagues, professional associations or registration bodies.

The College may use personal information (academic and sporting results, photographs) to promote individuals' achievements or the College's activities in its publications (e.g. newsletters, magazines and on its website). If you do not want your personal information included in College publications or you would prefer not to receive information about our marketing and fundraising activities, you can contact our Privacy Officer to request removal of your information from our publications and/or circulation list. Contact details for our Privacy Officer appear at the end of this Collection Statement.

5. Sending information overseas

The College will not send personal information about an individual outside Australia without taking reasonable steps to ensure that an overseas recipient does not breach the APPs in relation to the disclose personal information unless the College:

- reasonably believes that the recipient of the information is subject to legal obligations that uphold principles for the protection and fair handling of personal information that are substantially the same as the APPs;
- obtains the consent of the individual (in some cases consent will be implied) to the disclosure after the individual is informed that the Act will not apply in relation to the management of personal information by the overseas recipient and the individual may not be able to seek redress under the Act; or
- is legally authorised or required to do so.

6. Access to your personal information

Our Privacy Policy contains information regarding how you may access, seek correction of your personal information which is held by the College or discuss a complaint that you may have regarding a breach of the APPs or the College's handling of your personal information.

The College may request that you provide personal information of others, such as doctors and emergency contacts so that it can discharge its legal obligations. We ask that you inform those people that you are disclosing their personal information to the College and why and let them know that they can generally access and/or seek correction of that information if they wish.



7. Contact information

If you wish to access any personal information that we hold about you, or you would like further information about the way the College manages the personal information it holds, please contact the Privacy Officer:

Privacy Officer
Overnewton Anglican Community College – Keilor Campus
2-30 Overnewton Road
KEILOR VIC 3036
Telephone: + 61 3 9334 0000
Facsimile: + 61 3 9336 1835
Email: privacy.officer@overnewton.vic.edu.au