

Privacy Collection Notice – Students and Parents

1. This notice explains how Meriden School (ABN 99 000 020 762), trading as Meriden School, ('the School') handles the personal information of students and parents or guardians (together 'you').
2. This notice should be read in conjunction with the School's Privacy Policy, a copy of which is accessible on the School's website – www.meriden.nsw.edu.au or upon request from the School's Director of Compliance by telephoning 02 9752 9444.

How and why does the School collect personal information?

3. The School collects personal information about you before and during the course of a student's enrolment at the School. This collection may be in writing, through technology systems or in the course of conversations. In some circumstances, the School may be provided with personal information about a student from a third party, for example, from an agent representing an international student or a report provided by a medical practitioner.
4. The types of personal information the School collects includes sensitive information, which includes health information.
5. The primary purpose of collecting personal information is to enable the School to provide education to the students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in the activities of the School.
6. 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.
7. The School has legal obligations which require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws as well as the School's duty of care to students.
8. If the School cannot collect certain personal information, a student's enrolment may be delayed or prevented or affect the School's ability to provide a student with educational and support services. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
9. If you provide the School 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.

To whom does the School disclose personal information?

10. The School may disclose your personal information, including sensitive information, held about you to others for educational, care and administrative purposes, and to seek support and advice. This may include disclosures to:
 - the Meriden Old Girls' Union
 - other schools and teachers at those schools, including a new school to which a student transfers to facilitate the transfer of the student
 - other schools or sporting organisations and their staff for cocurricular activities (e.g. IGSA sport and cadets)
 - providers of services for camps, excursions and incursions
 - government departments (including for policy and funding purposes)
 - medical practitioners

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MERIDEN
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ABN 99 000 020 762
3 Margaret Street
Strathfield NSW 2135
Meriden School CRICOS No. 02318F

Telephone 61 2 9752 9444
Facsimile 61 2 9752 9400
Email enquiries@meriden.nsw.edu.au
Website www.meriden.nsw.edu.au

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- people providing educational, support and health services to the School, including specialist visiting teachers, specialist advisors, sports and/or cocurricular coaches, volunteers, and counsellors
 - organisations that assist us with marketing and fundraising (see paragraph 15 below)
 - providers of specialist advisory services and assistance to the School, including in the area of Human Resources, child protection, students with additional needs and for the purpose of administering Google Apps for Education and ensuring its proper use
 - providers of learning and assessment tools and software vendors that provide educational software to the School (that might be installed on student PCs and tablet devices in agreement with the School)
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN)
 - agencies and organisations to whom we are required to disclose personal information for education, funding and research purposes
 - people providing administrative and financial services to the School
 - the third party providers of our information management and storage systems (for the purpose of the providers providing services to the School in connection with the systems)
 - people providing other information technology services to the School
 - recipients of School publications, such as newsletters and magazines
 - anyone you authorise the School to disclose information to, and
 - anyone to whom the School is required or authorised to disclose the information to by law, including child protection laws.
11. Personal information collected from students is regularly disclosed to their parents or guardians.
12. School activities and news (including student achievements) are frequently published in the School's newsletters and publications, on our Meriden App, on our intranet, social media and website or otherwise shared with the School community (current, future and past students, parents and teachers). This may include personal information (including photographs and videos) of students and parents involved in School activities such as academic and sporting events and achievements, concerts and plays, school camps and school excursions. The School obtains permission from parents, at the time of orientation, for photographs and videos to be taken of a student throughout her education at the School. These photographs and videos may be used in class for displays and activities directly related to the class work, including the digital portfolio, or for the inclusion in digital and printed school publications such as newsletters, Fidelis magazine and the Yearbook. They may also be included in promotional or marketing materials for the School which include the School's website, social media platforms, and printed and electronic brochures. Occasions when photographs and videos may be taken include, for example, sports carnivals, school events, class activities, cocurricular activities, special celebrations, assemblies, concerts and excursions.

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13. The School uses centralised information management and storage systems ('Systems). These Systems are provided by third party service providers. Personal information is stored with and accessible by the third party service providers for the purpose of providing services to the School in connection with the Systems and for administration in the education of students.

Overseas Storage and/or Disclosure

14. The School may use online or 'cloud' service providers to store personal information and to 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 personal information may be provided to these service providers to enable them to authenticate users that access their services, and for technical support. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the School's use of online or 'cloud' service providers is contained in the School's Privacy Policy.

Fundraising

15. The School treats seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to provide a quality learning environment in which both students and staff thrive. Your personal information may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities, for example, the School's Foundation or alumni organisation and, on occasions, external fundraising organisations. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

Your Rights and How to Complain

16. The School's Privacy Policy sets out how you can:
- seek access to, and correction of, your personal information which the School holds, and
 - make a privacy complaint and how the School will handle the complaint.

