

## PRIVACY COLLECTION NOTICE

### 1. STANDARD COLLECTION NOTICE

- 1.1 Hubbard's School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to pupils enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable pupils to take part in all the activities of the School.
- 1.2 Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
- 1.3 Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
- 1.4 Health information about pupils is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about pupils from time to time.
- 1.5 The School may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:
  - a. other schools and teachers at those schools;
  - b. government departments (including for policy and funding purposes);
  - c. medical practitioners;
  - d. people providing educational, support and health services to the School, including specialist visiting teachers, tutors, coaches, volunteers, and counsellors;
  - e. providers of learning and assessment tools;
  - f. assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA);
  - g. people providing administrative and financial services to the School;
  - h. anyone you authorise the School to disclose information to; and
  - i. anyone to whom the School is required or authorised to disclose the information to by law, including child protection laws.
- 1.6 Personal information collected from pupils is regularly disclosed to their parents or guardians.
- 1.7 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 limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. 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 on online or 'cloud' service providers is contained in the School's 'Privacy Policy'.

- 
- 1.8 Access to the School's private information may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
- 1.9 The School's 'Privacy Policy' also sets out how parents and pupils can make a complaint about a breach of the APPs and how the complaint will be handled.
- 1.10 The School may engage 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 School'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.
- 1.11 On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters and magazines, on social media, and on our website. This may include photographs and videos of pupil activities such as sporting events, and school excursions. The School will obtain permissions annually from the pupil's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos (or other identifying material) in our promotional material or otherwise make this material available to the public such as on the internet.
- 1.12 We may include pupils' and pupils' parents' contact details in a class list and School directory.
- 1.13 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.

## 2. ALUMNI ASSOCIATION COLLECTION NOTICE

- 2.1 We may collect personal information about you from time to time. The primary purpose of collecting this information is to enable us to inform you about our activities and the activities of Hubbard's School and to keep alumni members informed about other members.
- 2.2 We must have the information referred to above to enable us to continue your membership of our Alumni Association.
- 2.3 As you know, from time to time we engage in fundraising activities. The information received from you may be used to make an appeal to you. (It may also be used by Hubbard's School to assist in its fundraising activities.)
- If you do not agree to this, please advise us now.***
- 2.4 We may publish details about you in our newsletters, social media, and on the School's website.
- If you do not agree to this you must advise us now.***
- 2.5 The School's 'Privacy Policy', contains details of how you may seek access to and correction of your personal information which the School has collected and holds, and how you may complain about a breach of the Australian Privacy Principles.
- 2.6 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 email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. 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 on online or 'cloud' service providers is contained in the School's 'Privacy Policy'.
- 2.7 If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why.

### 3. EMPLOYMENT COLLECTION NOTICE

- 3.1 In applying for this position you will be providing Hubbard's School with personal information. We can be contacted at [admin@hubbards.qld.edu.au](mailto:admin@hubbards.qld.edu.au), or (07) 3371 5999.
- 3.2 If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
- 3.3 The School's 'Privacy Policy', contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which the School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
- 3.4 We will not disclose this information to a third party without your consent unless otherwise permitted. We usually disclose this kind of information to specifically to network support and accounting service providers.
- 3.5 We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws, by the government 'blue card' system. We may also collect personal information about you in accordance with these laws.
- 3.6 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 email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. 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 on online or 'cloud' service providers is contained in the School's 'Privacy Policy'.
- 3.7 If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why.

#### 4. CONTRACTOR/VOLUNTEER COLLECTION NOTICE

- 4.1 In offering, applying or agreeing to provide services to the School, you will be providing Hubbard's School with personal information. We can be contacted at [admin@hubbards.qld.edu.au](mailto:admin@hubbards.qld.edu.au), or (07) 3371 5999.
- 4.2 If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.
- 4.3 You agree that we may store this information for a reasonable period of time.
- 4.4 The School's 'Privacy Policy', contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which the School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
- 4.5 We will not disclose this information to a third party without your consent unless otherwise permitted. We usually disclose this kind of information to specifically to network support and accounting service providers.
- 4.6 We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws, by the government 'blue card' system. We may also collect personal information about you in accordance with these laws.
- 4.7 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 limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. 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 on online or 'cloud' service providers is contained in the School's 'Privacy Policy'.
- 4.8 If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why.