

Privacy

Standard Collection Notice

V01 4 August 2011

1. The Scots College (College) collects personal information, including sensitive information, about boys and parents or guardians before and during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to consider applications for enrolment and scholarships, entitlements for bursaries and to generally provide schooling for your son.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable it to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information be collected. These include Public Health and Child Protection laws.
4. Health information about boys is sensitive information within the terms of the National Privacy Principles. We may ask you to provide medical reports about your son(s) from time to time.
5. The College from time to time may need to disclose personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, credit providers or credit reporting agencies for the purposes permitted under the Privacy Act, and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son(s) or to consider any application of a scholarship or entitlement to a bursary.
7. Personal information collected from boys is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, boy's activities and other news is published in College newsletters, magazines and on our website; for example The Flying Scotsman, The Clansman, The Scotsman, <http://www.tsc.nsw.edu.au>, etc.
8. Parents may seek access to personal information collected about them and their son by contacting the College. Boys may also seek access to personal information 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 the College's duty of care to the pupil, or where boys have provided information in confidence.
9. As you may know, the College from time to time engages 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 College'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.
10. We may include your contact details in a class list and College directory. If you do not agree to this you must advise us now.
11. If you provide the College 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 College and why. They should be advised the information can be accessed if they wish and that the College does not usually disclose the information to third parties.
12. College internet and email activity is periodically analysed to verify security and system maintenance. This analysis is only used for internal purposes.

The Scots College
Privacy
Alumni Collection Notice

1. The Development Office/ Old Boys' Union 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 The Scots College (the College) and to keep alumni members informed about other members.
2. We must have the information referred to above to enable us to continue your membership of the Old Boys' Union.
3. As you know, from time to time we engage in fundraising activities. The information received from you may also be used to make an appeal to you. It may also be used by the College to assist in its fundraising activities. If you do not agree to this, please advise us now.
4. The Development Office/ Old Boys' Union may publish details about you in our magazine The Lang Syne and the College's website, www.tsc.nsw.edu.au.
5. You may seek access to personal information collected about you by contacting us, care of the Development Office at devoffice@tsc.nsw.edu.au.
6. If you provide personal information to us about other people, we encourage you to inform them you have provided the information.
7. College internet and email activity is periodically analysed to verify security and system maintenance. This analysis is only used for internal purposes.

The Scots College
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Employment Collection Notice

This notice applies to casual, temporary and permanent employment applications

1. In applying for this position you will be providing The Scots College (the College) with personal information you consider relevant to your application.
2. If you provide us with personal information, for example your name and address or other information contained on your resume, we will collect the information in order to assess your application.
3. You agree that we may store this information for up to seven (7) years.
4. You may seek access to any personal information that we hold about you if you are unsuccessful for the position. 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.
5. We will not disclose this information to a third party without your prior consent.
6. We are required to collect information under Child Protection laws of NSW for the purposes for a pre-employment criminal record check and will need to obtain a clearance from the Child Protection Agency prior to any employment offer being confirmed.
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 College and why. They should be advised that they could access that information if they wish, that the College does not usually disclose the information to third parties and that we may store their information for seven (7) years.
8. College internet and email activity is periodically analysed to verify security and system maintenance. This analysis is used for internal management purposes.

The Scots College
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Contractor/ Volunteer Collection Notice

1. In providing your services to The Scots College (the College) you may be providing personal information.
2. If you provide us with personal information, for example your name and address or other information, we will collect the information in order to assess your application/ participation in College affairs. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for seven (7) years.
4. Access to this information may be available to you if you ask the College for it. 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.
5. We will not disclose this information to a third party without your consent.
6. We are required to collect information under Child Protection laws of NSW for the purposes of a criminal record check. We will need to obtain a clearance from the Child Protection Agency prior to any engagement of workers on College property being confirmed.
7. College internet and email activity is periodically analysed to verify security and system maintenance. This analysis is used for internal management purposes.
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 College and why. They should be advised that they could access that information if they wish, that the College does not usually disclose the information to third parties and that we may store their information for seven (7) years.