



Privacy Information Collection Notice - General

This notice is to make you aware of Cranbrook School's collection and handling practices in relation to personal information.

Collection, Use and Disclosure of Personal Information

Cranbrook School collects personal information, including sensitive information, about students and parents/guardians prior to and throughout the student's enrolment at the School. The primary purpose of collecting this information is to enable the School to consider applications for enrolment, and to enable Cranbrook School to provide education to its students and to enable them to take part in all the activities of the School.

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. Certain laws governing or relating to the operation of a school also require certain information to be collected and disclosed. These include relevant education, public health and child protection legislation.

From time to time the School collects personal information from, and discloses personal information to, others for administrative, medical and educational purposes, or as required or authorised by law. These may include other schools, government agencies and departments, medical professionals, and counsellors. Specific information is also disclosed to people providing services to the School such as contractors (for example, caterers and service tour operators), visiting teachers, volunteers, and specialist sporting and other coaches.

Personal information collected from students is regularly disclosed to their parents/guardians.

The School may disclose personal information to overseas recipients in certain circumstances. These circumstances may include organising an overseas excursion, facilitating a student exchange, or establishing online accounts for students for educational tools where the data is held overseas. The School may also store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia. These overseas recipients may be located in many different countries.

If you provide the School with the personal information of others, such as doctors or emergency contacts, you are encouraged to inform them that you are disclosing that information to the School, that they can access that information if they wish, and that the School does not usually disclose this information to third parties unless required to do so (for example in an emergency situation).

If the School does not obtain the information it requests from you, it may not be able to enrol or continue the enrolment of your child, or your child may not be permitted to participate in a particular activity.

Health Information

Health information is considered the most sensitive personal information under the Australian Privacy Principles. Cranbrook School collects health information from you about your child including information regarding medical history, nutritional information, medical reports, disabilities, allergies and immunisation records. Parents / guardians are also asked to provide any health information they consider important to the School in exercising its duty of care, even if the School does not specifically ask for that information.

Cranbrook School works with CareMonkey for the collection and maintenance of health information, where parents/guardians can use the CareMonkey app to keep health information up to date and share this information with Cranbrook School.

Cranbrook School treats health information as highly confidential and access to this information is limited to staff and medical professionals on a need to know basis.

Accessing Your Information

The Privacy Policy outlines how you may seek access to personal information held about you or your child, and request correction to that information if required. Please note there may 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 School's duty of care to the student, or where students have provided information in confidence.

Particular Uses of Information

From time to time, the School 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 these fundraising activities such as the Cranbrook Foundation and external fundraising organisations solely for that purpose. Your personal information will not be disclosed to third parties for their own marketing purposes without your consent. If you do not wish your information to be used in this way, please advise the School.

On occasions, information about student achievements and activities, photographs, images and video is published in School newsletters and magazines, other School publications including marketing and promotional material, on the School's website and intranet site, and on the School's social media accounts. The School seeks annual permission from the student's parents / guardians for such use.

The School may include you and your child's contact details in a class/year list, School directories and similar documents.

The School may include parent/guardian contact information on Parent Contact Lists for classes, year groups or special interest groups your child is involved with. These lists are disclosed to other parents/guardians. The School seeks annual permission from you for such use.

The School conducts monitoring and surveillance activities. This includes monitoring emails and internet usage and the use of CCTV security cameras on School premises.

Complaints, Commitment and Further Information

The Privacy Policy sets out how you may complain about a privacy related matter and how the School will deal with such a complaint.

The School and its staff respect the confidentiality of your personal information and the privacy of individuals. Various School policies reiterate the need for confidentiality and care in the management of personal information and sanctions exist for breach of these policies. The School has in place procedures to protect personal information it holds from misuse, interference, loss, and unauthorised access, modification or disclosure.

For further details regarding Cranbrook School's commitment to privacy, please see the School's Privacy Policy available on the Cranbrook School website.

The School can be contacted at 5 Victoria Road, Bellevue Hill NSW 2023, by emailing privacy@cranbrook.nsw.edu.au, or by calling 9327 9000.

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