



Privacy Information Collection Notice – Students and Parents

This Collection Notice explains in general terms how Cranbrook School (the “School”) collects, handles and protects the privacy of the personal information you provide when you are enrolling your child or your child is enrolled at the School.

Collection, Use and Disclosure of Personal Information

Cranbrook School collects personal information, including sensitive information, about students and parents and other family members prior to and throughout the student'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 consider applications for enrolment, to enable the School to provide education to students, to enable students to take part in all the activities of the School, and to enable the School to meet its educational, administrative and duty of care responsibilities to students.

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 to government agencies or departments including but not limited to assessment and educational authorities (for example, for policy and funding purposes), other parents, other schools and staff of those schools, recipients of School publications such as newsletters and magazines, people who view the School's website, intranet or social media channels, medical professionals, volunteers, people providing educational, support or health services to the School (for example, visiting specialist teachers, coaches and counsellors), providers of specialist advisory services and assistance (for example, in the area of human resources, child protection, law, accounting, and students with additional needs), contractors (for example, caterers and tour operators), providers of educational and assessment tools, agents, business partners and related entities.

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

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 other family members, doctors or emergency contacts, you are encouraged to inform them that you are disclosing that information to the School and why, and refer them to the School's Privacy Policy for further details.

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 sensitive personal information under the Australian Privacy Principles. Cranbrook School collects health information from you about your child to discharge its duty of care to your child and to other students and staff. This includes information regarding medical history, nutritional information, medical reports, health action plans, disabilities, allergies and immunisation records. Parents 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 use the CareMonkey platform to keep health information up to date and share this information with Cranbrook School.

Health information is treated as highly confidential and access limited to staff and medical professionals on a need to know basis that best meets the School's duty of care responsibilities.

The School may use photographs to facilitate the identification of students who may be at heightened risk, including with health action plans.

Accessing Your Information

Cranbrook School's 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. 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. Any refusal will be notified in writing with reasons.

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, Cranbrook School Parents' Association Inc., Old Cranbrookians' Association Inc. 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 and similar news is published in School newsletters and magazines, on physical displays throughout the School and on the School's intranet. This may include photographs and videos of students.

The School will obtain separate permission from a student's parent prior to including photographs or videos or other identifying material in marketing and promotional material that is available to the public, on the School's public website, and on the School's social media accounts. The School seeks annual permission from you 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 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. 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 Cranbrook School 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 or from the Headmaster's Office.

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.