



Faith Lutheran College, Redlands

Faith in Christ ... prepared for life.

INFORMATION COLLECTION NOTICE

1. The 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. The primary purpose of collecting this information is to enable the School to provide Schooling for your son/daughter.
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.
3. Certain laws governing or relating to the operation of Schools require that certain information is collected. These include Public Health and Child Protection Laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the *Privacy Act*. We ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other Schools, government departments, Lutheran Education Queensland, Lutheran Education Australia offices and Lutheran Church of Australia Queensland District, medical practitioners, and people providing services to the School, 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 child.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines, official school publications such as brochures and the prospectus and on our web-site. This may include photographs.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils 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 School's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

10. The School publishes each year a family directory (Buzz Book) for distribution to parents and friends of the Faith community. The directory includes staff names, and parent and student names, addresses and telephone numbers. Parents may opt out of having this personal information included in the Buzz Book by notifying the school in writing.

FAITH LUTHERAN PRIMARY SCHOOL

Alumni Collection Notice

1. (The Alumni Association/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 (name of school) 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 Alumni Association).
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 (name of School) to assist in its fundraising activities). (If you do not agree with this, please advise us now).
4. (The Alumni Association/We) may publish details about you in our (name of publication) (and on our/ the School's website). If you do not agree to this you must advise us now.
5. You may seek access to personal information collected about you by contacting (us, care of the School).
6. If you provide personal information to us about other people, we encourage you to inform them of the above matters.

FAITH LUTHERAN COLLEGE, REDLANDS

Employment Collection Notice

1. In applying for this position you will be providing Faith Lutheran College, Redlands with personal information. We can be contacted: PO Box 5400, Victoria Point, Qld 4165 or applications@faithlutheran.qld.edu.au or 07 3820 5500.
2. If you provide us with personal information, for example your name and address or information provided on your resume, we will collect this information in order to assess your application.
3. You agree that we may store this information for 3 months.
4. You may seek access to your 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 consent/we usually disclose this information to the following types of organisations:
 - Independent Schools of Queensland
 - Lutheran Education Queensland
 - Lutheran Church Australia Queensland District
 - Lutheran Education Australia
6. We are required to collect information regarding whether you are or have been the subject of an AVO and certain criminal offences under Child Protection law in Queensland.
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, and that they can access that information if they wish, that the School does not usually disclose the information to third parties and that we may store their information for 3 months.

FAITH LUTHERAN COLLEGE, REDLANDS

Contractor/Volunteer Collection Notice

1. In applying to provide your services you will be providing Faith Lutheran College, Redlands with personal information. We can be contacted at Faith Lutheran College, Redlands, PO Box 5400, Victoria Point 4165 Ph 3820 5500 Fax 3820 5511 e-mail office@faithlutheran.qld.edu.au
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.
3. You agree that we may store this information for 12 months.
4. Access to this information may be available to you if you ask the College for it.