

PRIVACY POLICY

St Andrew's Anglican College (the College), as part of the Anglican Church Southern Queensland, is committed to protecting the privacy of its employees, students and parents.

The College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. This statement outlines the privacy policy of the school and describes how the school uses and manages personal information provided to or collected by it.

1. SCOPE

The policy applies to School Council members, staff, volunteers, parents/guardians and students, contractors, and people visiting the school site; and describes the type of information the school collects, how the information is handled, how and to whom the information is disclosed, and how the information may be accessed or corrected.

2. EXCEPTION IN RELATION TO EMPLOYEE RECORDS:

Under the *Privacy Act 1988* (Cth) (Privacy Act), the Australian Privacy Principles do not apply to an employee record held by the employing entity. As a result, this Privacy Policy does not apply to the College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between St Andrew's Anglican College and the employee.

3. DEFINITIONS

In this Privacy Policy, we observe the definitions as provided by the *Privacy Act*.

Disclose means to share personal information with another person or organisation outside the entity that originally collected the information.

Employee means all persons employed by the College, including applicants and prospective Employees.

Employee Record means a record as defined in the Act.

Health Information is defined as including information or opinion about a person's physical, mental or psychological health, or disability, which is also classified as personal information. This includes information or opinion about a person's health status and medical history, whether recorded or not.

Health Service includes an activity performed to assess, record, maintain or improve an individual's health, to diagnose an illness or disability, to treat an individual, or the dispensing on prescription of a drug or medicinal preparation by a pharmacist.

Notice means correspondence or order issued by The Corporation of the Synod of the Diocese of Brisbane, or any other statutory body to comply with the requirements of section 6K (or as amended from time to time) of the *Royal Commission Act 1902* (Cth).

Parent is the parent / guardian / carer of a prospective, current or past student.

Personal information means data or opinion that is provided or recorded in any form and, whether true or not, about an individual whose identity is apparent, or can reasonably be determined from the information or opinion. For example, this includes all paper and electronic records, photographic and video recordings.

Sensitive information means personal information or an opinion about sensitive information relating to a person's racial or ethnic origin, political opinions, religion, trade union, or other professional, or trade association membership, sexual orientation or preferences, health information, genetic or biometric information or criminal record details that is also classified as personal information about an individual.

Student means prospective, current or past student at the College.

Use means to handle or conduct an activity with personal information within the organisation's control.

4. POLICY

The College is committed to managing personal information as per the requirements of the *Privacy Act 1988* (the Act), including the Australian Privacy Principles.

What personal information is collected

The type of information St Andrew's Anglican College collects and holds, includes (but is not limited to) personal information, including sensitive and health information, about:

- students and parents and/or guardians before, during and after the course of a student's enrolment at the school:
 - name, contact details (including next of kin), date of birth, gender, language background, previous school and religion
 - parents' education, occupation, language spoken at home, nationality and country of birth
 - Health information (e.g. details of disability and/or allergies, absence notes, medical reports, immunisation details, and names of doctors)
 - conduct and complaint records, or other behaviour notes, and school reports
 - information about referrals to government welfare agencies
 - counselling reports
 - health fund details and Medicare number
 - any court orders
 - volunteering information
 - photos and videos at school events
- job applicants, staff members, volunteers and contractors:
 - name, contact details (including next of kin), date of birth, and religion
 - information on job application
 - professional development history
 - salary and payment information, including superannuation details
 - health information (e.g. details of disability and/or allergies, and medical certificates)
 - complaint records and investigation reports
 - leave details
 - photos and videos at school events
 - workplace surveillance information
 - work emails and private emails (when using work email address) and Internet browsing history.
- other people who come into contact with the school including name and contact details and any other information necessary for the particular contact with the school.

The College collects personal information about individuals to satisfy legal obligations and to fulfil its educational purpose. If the College requests information to be provided and the request is not complied with, the College may be unable to enrol a prospective Student or continue enrolment of a current Student.

How personal information is collected

Personal information provided by students and families

St Andrew's Anglican College will generally collect personal information held about an individual by way of forms completed by parents/carers or students, face-to-face meetings and interviews, photos and video recordings, observations, emails and telephone calls.

Personal information provided by other people

In some circumstances the College may be provided with personal information about an individual from a third party, for example a report provided by a medical professional, or a transfer note from another school.

Personal information generated by artificial intelligence (AI) systems

St Andrew's Anglican College might also collect personal information by using AI systems to generate it. The kinds of personal information that may be generated by AI systems include those set out above under the heading 'What personal information is collected'. This will be used as a part of assistive use with human oversight.

Personal information from other sources

The College may collect personal information through surveillance activities (such as CCTV security cameras) and student email monitoring.

How personal information is used

St Andrew's Anglican College will use personal information it collects for the primary purpose of collection. Personal information may also be used for a secondary purpose that is related to the primary purpose of collection, where this would be reasonably expected or has been consented to.

Students and Parents/Carers

In relation to personal information of students and parents/carers, the College's primary purpose of collection is to enable the provision of schooling to enrolled students; to fulfil the school's legal obligations including duty of care; and to perform administrative activities. This includes satisfying the needs of students, parents/carers, and the College throughout the whole period a student is enrolled at the school.

In cases where the College requests personal information about a student or parent/carer, and the information requested is not provided, the College may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

Personal information such as academic and sporting achievements, student activity details and similar news, including photographs and videos, may be published in school newsletters and magazines, or on the school intranet and/or the school website, or for marketing purposes (see Marketing below).

The College will obtain permission annually from the student's parent and/or guardian (and from the student if appropriate) to include photographs or videos or other identifying information in promotional material or otherwise make publicly available.

Job applicants and potential contractors

In relation to personal information of job applicants and potential contractors, St Andrew's primary purpose of collection is to assess and (if successful) to engage with the applicant or contractor.

The purposes for which the College uses personal information of job applicants and potential contractors, includes:

- administration of the individual's employment or contract
- insurance
- to satisfy the school's legal obligations e.g., in relation to child protection legislation.

Volunteers

St Andrew's Anglican College collects personal information about volunteers who assist the school's functions or conduct associated activities, such as alumni associations. The purposes for which the College uses personal information of volunteers, includes:

- to contact the volunteer, and administer, the volunteer position
- for insurance purposes
- to satisfy the school's legal obligations, e.g., in relation to child protection legislation.

Fundraising

The College may collect personal information from parents, staff, alumni, contractors and members of the school when seeking donations or undertaking fundraising activities.

Personal information held by the College may be disclosed to organisations that assist in the school's fundraising, e.g., the College's alumni organisation or, on occasions, external fundraising organisations such as Charidy.

Marketing

St Andrew's Anglican College may use or disclose the personal information that it holds about an individual, including students, staff, parents, volunteers, alumni and other members of the school community, for the purpose of direct marketing, with the consent of the relevant parties.

Personal information in this context may include photographs and videos featured in school publications, such as newsletters, magazines, online and social media, and other marketing collateral.

To opt-out of direct marketing or change previous preferences contact marketing@saac.qld.edu.au.

When the College collects personal information from a third party, this information will only be used for the purposes of direct marketing, with the consent of the relevant parties. In this case, the College will provide an opt-out option.

Artificial Intelligence (AI) Systems

The College may use personal information in connection with an AI tool. The kinds of personal information that may be generated by AI systems include those set out above, under the heading 'What personal information is collected'. The College does not use AI to make autonomous decisions that materially affect individuals. AI use is assistive only, with human oversight. The College does not use student or staff personal information to train artificial intelligence systems.

Disclosure and Storage of Personal Information

St Andrew's Anglican College may disclose personal information, including sensitive information, held about an individual for educational, legal, administrative, marketing and support purposes.

This may include:

- The Anglican Schools Commission (ASC) and the Anglican Church Southern Queensland for legal, insurance, governance and compliance purposes
- another school or staff at another school
- government departments (including for policy and funding purposes)
- medical practitioners
- people providing educational, support and health services to the school, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA), the Queensland Curriculum and Assessment Authority (QCAA), and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN)
- people providing legal, insurance, administrative and financial services to the College
- recipients of School publications, such as newsletters and magazines
- students' parents/carers or guardians
- anyone parents/carers authorise the College to disclose information to
- anyone to whom we are required or authorised to disclose the information to by law, including child protection laws

Disclosure and Storage of personal information overseas

The College may disclose your personal information to overseas recipients in the course of providing services. Under the Privacy Act, St Andrew's Anglican College is required to take reasonable steps to ensure that any overseas recipient does not breach the Australian Privacy Principles (APPs).

In some cases, the Australian Government may designate certain countries or international frameworks as having substantially similar privacy protections to those in Australia. If a recipient is located in a country that has been officially whitelisted by the Minister, the College may rely on that designation to satisfy our obligations under the Privacy Act.

As of the date of this policy, no countries have been formally whitelisted. Therefore, the College continues to assess and ensures that any overseas recipient handles personal information in accordance with the APPs.

St Andrew's Anglican College may disclose personal information about an individual to overseas recipients e.g., to facilitate a school exchange. However, the College will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied)
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Personal information may be disclosed, when necessary, to these service providers to enable authentication of users that access their services. This personal information may be stored in the 'cloud' which means it may reside on a cloud service provider's server, which may be situated outside Australia.

St Andrew's Anglican College uses centralised information management and storage systems (Systems) provided by third party service providers. To the best of the College's knowledge, personal information is disclosed to and stored with key third-party service providers for the purpose of delivering services in connection with these Systems, recognising that the use of third-party services may evolve over time.

The following examples outline key enterprise platforms used by the College to store or process personal information at scale and are provided to support oversight of cyber and privacy risk. This list is representative rather than exhaustive and reflects the College's operating environment.

Microsoft 365, which provides the College's email, document storage, file sharing and collaboration services. Personal information processed through Microsoft 365 is currently hosted in Microsoft data centres located in Australia for core services such as Exchange Online, OneDrive, SharePoint and Microsoft Teams. As part of Microsoft's global cloud infrastructure, personal information may also be stored or processed in other international regions where necessary for service delivery, resilience, support or operational requirements. Microsoft's data residency commitments and service capabilities may vary by workload.

Google Workspace for Education, which is used primarily to support user authentication, device and browser profiles, and access to approved third-party educational applications, and to a limited extent, collaboration and learning activities. Personal information processed through Google Workspace services may be stored or processed within Google's global cloud infrastructure, which may include data centres located outside Australia. The College does not control the specific location of data processed by Google at all times and relies on contractual safeguards, vendor controls and risk assessment processes to manage any associated cross-border privacy risks in accordance with the Australian Privacy Principles.

TASS, which is the College's student information system and core record for staff, student, including enrolment, academic, wellbeing, health, attendance, and administrative data, and parent information including necessary financial information.. Personal information processed through TASS is hosted on infrastructure managed by the College and is stored and processed within Australia. The College relies on contractual safeguards, vendor security controls, and ongoing risk assessment processes to manage privacy and information security risks associated with the use of this platform.

Portal HQ, which provides the College's parent, staff, and student portal services and enables access to school communications, academic information, and related services. Portal HQ processes personal information sourced from the College's core systems, including the student information system. Personal information processed through Portal HQ is hosted on vendor-managed infrastructure, with data stored and processed within Australia. The College relies on contractual arrangements, vendor controls, and risk management processes to manage associated privacy and security risks.

TucanTech, which is used by the College to manage alumni and donor engagement, including contact details, relationship information, communication preferences, and fundraising records. Personal information processed through TucanTech is hosted on vendor-managed infrastructure and may be stored or processed outside Australia as part of the provider's cloud hosting arrangements. The College

relies on contractual safeguards, vendor security controls, and risk assessment processes to manage privacy and information security risks associated with the use of this platform in accordance with the Australian Privacy Principles.

Sage MicroPay, which is used by the College to process staff payroll, including salary, taxation, superannuation, and related employment payment information. Personal information processed through Sage MicroPay is hosted within the College's on-premises data centre and is managed in accordance with the College's information security, access control, and data protection measures. Access to this system is restricted to authorised personnel, and appropriate technical and organisational safeguards are in place to manage privacy and information security risks.

ConnX HR Hub, which is used by the College to manage staff human resources records and information, including employment details, position information, performance documentation, and related HR processes. Personal information processed through ConnX HR Hub is hosted within the College's on-premises data centre and is managed in accordance with the College's information security, access control, and data protection measures. Access to this system is restricted to authorised personnel, and appropriate technical and organisational safeguards are in place to manage privacy and information security risks.

Pixevety is used by the College to screen and assess uploaded images and video against families' collected media consent preferences. Pixevety uses automated face matching technology that processes encrypted and irreversible face biometric templates on students and staff, solely for the above purpose. Human oversight and input is still required as a part of the final decision regarding the publication of captured media. **OWNA** is Little Saints' enrolment information system and core record for staff, student including enrolment, educational, wellbeing, health, attendance, and administrative data, parent information, including required financial information. Personal information processed through OWNA is stored within Australia.

SimplySwim is the Aquatic and Rec Centre's enrolment and membership management platform. It is the core record for enrolment/membership, health and administrative data and parent information including financial information. Personal information processed through SimplySwim is stored within Australia.

ERM is the College's risk management platform. ERM processes and holds information extracted from other core systems listed in this privacy policy for purpose of worker induction, accident reporting and activity risk assessments.

Management and Security of personal information

St Andrew's Anglican College staff are required to respect the confidentiality of students' and parent/carers' personal information and the privacy of individuals. The College has in place steps, including technical and organisational measures, to protect the personal information held, from misuse, interference and loss; unauthorised access; and modification or disclosure by use of various methods, including locked storage of paper records, and password access rights to computerised records.

Data Breaches

The College will deem an 'eligible data breach' has occurred if:

- there has been unauthorised access to, or unauthorised disclosure of personal information, or a loss of personal information, held by the school; and
- the access, disclosure or loss is likely to result in serious harm to any affected individuals as a result.

Serious harm may include serious physical, psychological, emotional, economic and financial harm, as well as serious harm to reputation.

Eligible data breach assessment/investigation

If the College suspects that an eligible data breach has occurred, it will take reasonable steps to assess/investigate within 30 days.

If such an assessment/investigation indicates there are reasonable grounds to believe an eligible data breach has occurred, then the College will be required to notify the Privacy Commissioner (Commissioner). Where practical to do so, the school will also notify the affected individuals. If it is not practicable to notify the affected individuals, the College will publish a copy of the notification on its website or publicise it in another manner.

Exception to notification obligation

An exception to the requirement to notify will exist if there is a data breach and immediate remedial action is taken, and as a result of that action:

- there is no unauthorised access to, or unauthorised disclosure of, the information
- there is no serious harm to affected individuals, and as a result of the remedial action, a reasonable person would conclude the breach is not likely to result in serious harm.

Access and Correction of Personal Information

Under the Privacy Act, an individual has the right to seek and obtain access to any personal information which the College holds about them and to advise of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally be able to access and update their personal information through their parents/carers, but older students may seek access and correction themselves.

To make a request to access or to update any personal information the College holds, please contact the Principal in writing. The College may require you to verify your identity and specify what information you require. A reasonable fee may be charged to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the likely cost will be advised in advance.

If access to that information cannot be provided, written notice explaining the reasons for refusal will be provided.

The school will take reasonable steps to ensure that any personal information is accurate, up to date, complete, relevant and not misleading.

Consent and Rights of Access to the Personal Information of Students

The College respects every parent/carer's right to make decisions concerning their child's education. Generally, any requests for consent and notices in relation to the personal information of a student will be referred to the student's parents/carers. St Andrew's Anglican College will treat consent given by parents/carers as consent given on behalf of the student and notice to parents/carers will act as notice given to the student.

As mentioned above, parents/carers may seek access to personal information held about them or their child by contacting the Principal in writing. However, there will be occasions when access is denied. Such occasions may include (but are not limited to):

- where release of the information would have an unreasonable impact on the privacy of others
- where the school believes the student has capacity to consent and the school is not permitted to disclose the information to the parent/carer without the student's consent
- where the release may result in a breach of the school's duty of care to a student.

The school may, at its discretion, on the request of a student, grant that student access to information held by the College about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents/carers. This would normally be done only when the maturity of the student and/or the student's personal circumstances warrant it.

Enquiries and Complaints

For further information about the way the College manages personal information, contact the Risk and Compliance Manager, Head of Business Services or Principal.

To make a complaint about the College's adherence to the Australian Privacy Principles refer to the College's Complaints Handling Policy.

Further information is available from the Office of the Australian Information Commissioner (OAIC) via the OAIC website, www.oaic.gov.au to do so.

Storing and Archiving of Records

Personal information is stored in hard copy form and electronically.

Hard Copy Records

Hard copy files are to be stored in locked storage, be it onsite or offsite. Access to these records is restricted to authorised College employees.

All authorised College employees must ensure that all papers and files relating to College Employees are stored in locked areas at night, when authorised employees are absent from the office or at other times when authorised employees are not working on such papers or files.

Any destruction of copies of documents or unwanted pieces should be by way of secure destruction bin or shredding.

Electronic Files

All electronic correspondence or other electronic documents regarding Personal Information are filed in the appropriate employee file in the College's document storage solution. Only authorised employees have access to these files. Authorised employees may only access electronic or hard copy files for the purposes set out under Section 5 and no other purpose.

Any person who accesses a file for an unauthorised purpose will be subject to disciplinary action, including where appropriate, dismissal.

De-Identification And Destruction Of Records

Hardcopy Tax File Number (TFN) Declarations

Where the College receives completed hard copy TFN Declaration Forms, the Tax File Number must be “blacked” out once the details have been entered into the payroll system. The Form should then be placed in the employee’s personnel file.

Electronic Tax File Number (TFN) Declarations

Where Employees submit their TFN Declaration electronically, the record is contained electronically in the organisation’s document storage solution. Only authorised employees have access to these files.

Archiving and Destruction

Unless subject to a relevant Notice, the College is required to keep time and wages records for its employees for seven years.

After seven years, the College will destroy any physically stored employment records in a secure way and for Personal Information contained in an electronic form the College will ensure that this information is put in a form beyond use.

In circumstances where the College is subject to a Notice in relation to the retention of documents, the College must comply with the terms of that Notice.

Related Documents

- Student’s Personal Information Disclosure Flowchart
- Privacy Manual - Data Breach Response

DOCUMENT CONTROL	
Title	Privacy Policy
Policy Author	Anglican Schools Commission (ASC)
Policy Owner	Principal & Head of Business Services
Review Frequency	12 months
Last Reviewed	19/06/2026
Due for Review	31/01/2027
Category	Governance & Compliance

APPENDIX 1

Standard Collection Notice

How and Why the School Collects Personal Information

1. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations.

The School might also use artificial intelligence (AI) systems to generate your personal information. We may also collect personal information from third parties such as <<insert third party names>>.

2. The primary purpose of collecting this information is to enable the School to provide schooling to students enrolled at the school, exercise its duty of care, engage in marketing/fundraising and perform necessary associated administrative activities, which will enable students to take part in all the activities of the School.
3. 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.
4. 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
5. Health information about students 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 students from time to time.
6. A student's enrolment may be delayed or prevented if the School cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
7. 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.
8. The Anglican Schools Commission and the Anglican Church Southern Queensland for legal, insurance and compliance purposes.

To Whom Does the School Disclose Information

9. The School may disclose personal and sensitive information for educational, legal, administrative, insurance, marketing and support purposes. This may include to:
 - other schools and teachers at those schools;
 - government departments (including for policy and funding purposes);
 - medical practitioners;
 - people providing educational, support and health services to the School, including specialist visiting teachers, sports coaches, volunteers, and counsellors;
 - organisations that assist us with Fundraising (see para 17 below);
 - providers of learning and assessment tools;

- assessment and educational authorities, including the Queensland Curriculum and Assessment Authority (QCAA), the Queensland Tertiary Admissions Centre (QTAC), the Australian Assessment Services (AAS), the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
- the third party providers of our information management and storage systems (for the purpose of the providers providing services to the School in connection with the systems);
- third party providers of the AI systems we use;
- people providing other information technology services to the School (see also para 12 to 13 or 14 below);
- people providing administrative and financial services to the School;
- anyone you authorise the School to disclose information to; and
- anyone to whom the School is required or authorised by law, including child protection laws, to disclose the information.

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

11. School activities and news (including student achievements) are frequently published in the School's journals, newsletters and magazines, on the Portal, on our intranet or otherwise shared with the School community (current, future and past students, parents and teachers). This may include personal information (including photographs and videos) of students and parents involved in School activities such as academic and sporting events and achievements, concerts and plays, school camps and school excursions. The School will obtain permissions annually if we would like to include photographs or other identifying material of students (or parents) in our promotional material or otherwise make this material available to the public such as on the internet.

12. The School may include students' and students' parents' contact details in a class list and School directory.

Overseas Storage and/or Disclosure

13. 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.

14. The School uses a combination of centralised information management and storage systems provided by third-party service providers, as well as systems hosted within the College's on-premises data centre. Personal information is stored and processed within these systems for the purpose of delivering educational, administrative, operational, and support services to the School. Where third-party service providers are used, personal information may be accessed or processed by those providers solely to the extent necessary to provide and support the relevant services, and is managed in accordance with contractual safeguards, vendor controls, and the School's information security and privacy obligations.

15. The School may disclose your personal information to overseas recipients in the course of providing our services. Under the Privacy Act, the College is required to take reasonable steps to ensure that any overseas recipient does not breach the Australian Privacy Principles (APPs). In some cases, the Australian Government may designate certain countries or international frameworks as having substantially similar privacy protections to those in Australia. If a recipient is located in a country that has been officially whitelisted by the Minister, the School may rely on that designation to satisfy our obligations under the Privacy Act. As of the date of this notice, no countries have been formally

whitelisted. Therefore, the School continues to assess and ensures that any overseas recipient handles your personal information in accordance with the APPs.

16. The School uses artificial intelligence (AI) systems that are provided by third-party service providers. These providers may store, process, or have access to personal information that is input into, or generated by, AI systems as part of service delivery and system operation. Such providers may be located outside Australia, including in jurisdictions where vendors operate global cloud infrastructure to support functionality, security, resilience, and support services. The School takes reasonable steps to ensure that any such processing is managed in accordance with the Australian Privacy Principles and applicable contractual safeguards.

Your Rights and How to Complain

17. The School's Privacy Policy, accessible on the School's website, sets out how parents or students may seek access to and correction of their 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, where access may result in a breach of the School's duty of care to a student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
18. The School's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.

Fundraising

19. 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.
20. The School will not disclose your personal information to third parties for their own marketing purposes without your consent.

APPENDIX 2

Alumni Association Collection Notice

1. The Alumni Association 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 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 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 the College to assist in its fundraising activities. If you do not agree to this, please advise us now.
4. We may publish details about you in our publications and/or the School's website. If you do not agree to this, you must advise us now.
5. The School's Privacy Policy, accessible on the School's website, 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.
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.
7. The School uses a range of centralised information management and storage systems, including **Microsoft 365**, **Google Workspace for Education**, **TASS** (student information system), **Portal HQ** (College portal), and **TucanTech** (alumni and donor platform), which are provided by third-party service providers. The School also uses systems hosted within the College's on-premises data centre, including **Sage MicroPay** (payroll) and **ConnX HR Hub** (human resources). Personal information is stored and processed within these systems for the purpose of delivering educational, administrative, operational, and support services to the School. Where third-party service providers are used, personal information may be accessed or processed by those providers solely to the extent necessary to provide and support the relevant services, and is managed in accordance with contractual safeguards, vendor controls, and the School's information security and privacy obligations.
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.

APPENDIX 3

Employment Collection Notice

1. In applying for this position, you will be providing St Andrew's Anglican College with personal information. We can be contacted via 40 Peregrine Springs Drive, Peregrine Springs;
standrewsanglicancollege@saac.qld.edu.au; 07 5471 5555.
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. The School's Privacy Policy, accessible on the School's website, 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. The School will not disclose this information to a third party without consent unless otherwise permitted or required by law. The School may disclose this information to the Anglican Schools Commission and the Anglican Church Southern Queensland for legal, insurance, governance, and compliance purposes. The School may also disclose this kind of information to third-party service providers that support the School's operations, including providers of information technology services, payroll and human resources systems, student information and administration systems, learning and assessment platforms, alumni and fundraising systems, and professional services such as legal, financial, insurance, and audit services. Such disclosure is limited to what is reasonably necessary for the provision of those services and is managed in accordance with contractual safeguards and the School's privacy obligations.
5. We are required to collect information, which may include conducting a criminal record check, regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.
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.
7. The School uses a range of centralised information management and storage systems provided by third-party service providers, as well as systems hosted within the School's on-premises data centre. Personal information is stored and processed within these systems for the purpose of delivering educational, administrative, operational, and support services to the School. Where third-party service providers are used, personal information may be accessed or processed by those providers only to the extent necessary to provide and support the relevant services, and is managed in accordance with contractual safeguards, vendor controls, and the School's privacy and information security obligations.

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.

APPENDIX 4

Contractor/Volunteer Collection Notice

1. In offering, applying or agreeing to provide services to the School, you will be providing St Andrew's Anglican College with personal information. We can be contacted via 40 Peregrine Springs Drive, Peregrine Springs; standrewsanglicancollege@saac.qld.edu.au; 07 5471 5555
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 up to seven years.
4. The School's Privacy Policy, accessible on the School's website, 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.
5. We may disclose this information to the Anglican Schools Commission and the Anglican Church Southern Queensland for legal, insurance, governance, and compliance purposes. We may also disclose this kind of information to third-party service providers that support the School's operations, including providers of information technology services, administrative systems, learning and assessment platforms, alumni and fundraising systems, and professional services such as legal, financial, insurance, and audit services. Some of these third parties may be located outside Australia, including in jurisdictions where service providers operate global or regional infrastructure to support service delivery, security, and resilience. Where personal information is disclosed overseas, the School takes reasonable steps to ensure it is handled in accordance with the Australian Privacy Principles.
6. We are required to collect information, which may include conducting a criminal record check, regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.
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 online or 'cloud' service providers is contained in the School's Privacy Policy.
8. The School uses a range of centralised information management and storage systems provided by third-party service providers, as well as systems hosted within the School's on-premises data centre. Personal information is stored and processed within these systems for the purpose of delivering educational, administrative, operational, and support services to the School. Where third-party service providers are used, personal information may be accessed or processed by those providers only to the extent necessary to provide and support the relevant services, and is managed in accordance with contractual safeguards and the School's privacy and information security obligations.
9. 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.