



# Lance Holt School

## Privacy Policy

### Standard Collection Notice

Lance Holt 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 child. Personal information will be held for the duration of your child's attendance at the school and then archived to a secure offsite storage facility as outlined in the Privacy Policy.

The personal information is collected from students to use in school for health emergencies; as a teaching aid; for academic or sporting achievements; pupil activities; for school publications (such as class or school newsletters); school marketing and advertising material; and posting on the school website.

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. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health, relevant Education Acts and Child Protection laws.

Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We ask you to provide medical reports about students at the beginning of every year.

If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.

The school from time-to-time discloses personal and sensitive information to others for administrative and educational purposes only. This includes to other schools, government departments, medical practitioners, assessment and educational authorities, anyone to whom the school is required or authorised to disclose the information to by law and people providing services to the school, including specialist visiting teachers and volunteers. The school does not disclose personal information about a student to other parties unless the parent or guardian has provided written consent to its disclosure, either at the time of providing the information or as a result of a specific request.

Parents may seek access to personal information collected about them and their child by contacting the school. Students may also seek access to personal information about themselves. 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 student, or where the student has provided information in confidence. The LHS Privacy Policy contains information on the complaints procedure for possible breach of privacy.

LHS does not collect personal information from their credit providers or credit reporting bodies. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

LHS shares school news with its community by various means including newsletters, Educa and Facebook posts and the school website. This may include photographs and videos of student activities. The school will obtain permissions from the student's parent or guardian if we include such photographs or videos in our promotional material or otherwise make this material available to the public.

We may include your contact details in a class list and school directory. Please advise the school if you do not agree to this or any perceived inaccuracy with that information.

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, that they can access that information if they wish and that the school does not usually disclose the information to third parties.