

Privacy Collection Statement



This document is confidential and proprietary. Unauthorised use or copying without written consent is strictly prohibited.

1. Privacy Collection Statement

- 1.1 Sheldon College (**College, we, us, our**) is a leading independent school. In carrying out its functions, the College may collect personal information.
- 1.2 The College is bound by the Australian Privacy Principles (**APPs**) which are part of the *Privacy Act 1988* (Cth) (**Privacy Act**) as well as other relevant legislation regarding privacy, health records and education. The Privacy Act govern standards, rights and obligations around:
 - a) the collection, use and disclosure of personal information;
 - b) an organisation or agency's governance and accountability;
 - c) integrity and correction of personal information; and
 - d) the rights of individuals to access their personal information.
- 1.3 This *Privacy Collection Statement* provides information about the collection, use and disclosure of personal information, including sensitive information about students and parents/carers and family members (**Parents**) before and during a student's enrolment at the College.
- 1.4 Health information about students, which includes information about any disability as defined by the *Disability Discrimination Act 1992* (Cth), is sensitive information within the terms of the APPs under the Privacy Act. The College may require medical reports about students from time to time and may otherwise collect sensitive information about students and Parents. The College collects only the necessary health information to discharge its duty of care.

2. What Personal Information is Collected?

The College may collect the following personal information about students and Parents (where applicable):

- a) full name, date of birth, gender, contact details including emergency contacts and next of kin;
- b) nationality, languages spoken;
- c) details of previous schooling;
- d) health fund and Medicare details;
- e) school reports, attendance records, behaviour and complaint reports and/or notes;
- f) immunisation records and counselling reports;
- g) information regarding referrals to government welfare agencies;
- h) details of any relevant court orders;
- i) photos and/or videos (taken on premises, at College events or by closed-circuit television cameras (**CCTV**));
- j) photos and/or videos of student's artwork or assessment pieces;
- k) volunteering information;
- l) residency, visa status/citizenship, copies of birth certificates;
- m) passport number, expiry date and copies of relevant pages;
- n) visa number, expiry date and copy of grant document;
- o) dietary information for catering;
- p) interests of the student such as hobbies, academic subjects and sports



- q) occupation and educational history of Parents;
- r) court orders (such as intervention and restraining orders) and parenting plans applicable to Parents; and
- s) financial information (particularly if requesting alternative fee arrangements due to financial hardship), such as employment details, salary and income, assets and liabilities, and supporting or additional requested documents applicable to Parents.

The College may also collect the following types of sensitive information about students and Parents only where necessary or appropriate, or where the student or Parent has otherwise consented:

- a) health information (including details of disability, physical and psychological diagnosis and / or allergies, absence notes and medical certificates);
- b) racial or ethnic origin (including whether a person identifies as Aboriginal or Torres Strait Islander);
- c) sexual orientation (if it becomes known to the College);
- d) religious background; and
- e) biometric information.

Facial Recognition Software

The College uses facial recognition software to identify students, staff and alumni in photos and videos. This enables the College to ensure it has appropriate consent from all individuals before the photos or videos in question are shared or published. The biometric information used by the software is regarded as 'Sensitive Information' under the Privacy Act. This data is securely stored in accordance with the College's Privacy Policy and accessible only to authorised College personnel.

3. Purpose

- 3.1 The primary purpose of collecting personal information is to meet educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the College. This includes:
- a) generating statistical data and preparing reports for policy and funding purposes;
 - b) organising and managing events / functions and seeking donations;
 - c) for insurance purposes, internal accounting and administration;
 - d) for publications such as magazines, promotional material, website or portal posts, and use in social media, including publication of that material (both physically and online);
 - e) reporting to educational and Government authorities;
 - f) supporting students' social and emotional wellbeing and health;
 - g) fulfilling legal requirements including:
 - i. taking reasonable steps to reduce the risk of harm to students, staff and visitors;
 - ii. making reasonable adjustments for students with disabilities; and
 - iii. ensuring, as far as reasonably practicable, the health and safety of people in the College workplaces;
 - h) communicating with Parents;
 - i) complying with the College's obligations under Australian laws in relation to overseas students; and
 - j) organising hospital, medical, transport, catering, homestay and tutoring services.



k) The College also collects personal information as necessary to meet its obligations under relevant Queensland legislation relating to education, student safety, child protection and workplace health and safety.

3.2 The College may also use personal information for any secondary purposes that is ancillary to the primary purpose, that you would reasonably expect, or as otherwise required or authorised by law.

4. Disclosure

The College may disclose personal information for the following reasons:

- a) for the primary purpose it was collected;
- b) any secondary purposes that are related to the primary purpose and for which you would reasonably expect us to use the collected information; or
- c) otherwise as required by law.

In particular, the College may disclose the information to the following persons:

- d) people providing educational, support and health services to the College such as medical practitioners and homestay providers as needed;
- e) third-party service providers who provide administration, financial or educational services to the College such as insurance providers;
- f) government departments (eg: Department of Home Affairs), an approved schooling authority who manages the College's responsibilities in relation to students with a disability;
- g) assessment and educational authorities, including the Non-State Schools Accreditation Board (NSSAB), Queensland Curriculum and Assessment Authority (QCAA), the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities;
- h) another school or staff at another school;
- i) recipients of the College's publications, such as newsletters and magazines;
- j) students' or Parents and their emergency contacts and people to whom you authorise us to disclose personal information;
- k) any person to whom we are authorised or required by law or court order, or other governmental order or process, such as where we believe in good faith that the law compels us to disclose information to lessen or prevent a serious threat or to locate a person; and
- l) any person to whom we are required to do so as a result of any obligations we owe under a contract.

5. Failure to Collect Information

If any personal information requested by the College is not provided, the main consequences for the individual if all or some of the personal information is not collected by the College, is that it may affect the College's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the College.

6. Automated Decision Making

The College uses various computer programs to streamline our internal functions and service delivery. From time to time,



we may use your personal information in the operation of a computer program to assist us to make decisions such as whether an assessment item is plagiarised. However, those computer programs will always be subject to oversight by human decision-makers.

7. Overseas Disclosure

The College will take all reasonable steps not to disclose an individual's personal information to overseas recipients. However, in certain limited circumstances not already covered under the primary purpose in this *Privacy Collection Statement*, the College may disclose an individual's personal information to an overseas recipient, for example, if certain IT functions are outsourced to an overseas service provider, to store information on cloud servers located overseas, to facilitate a school exchange or to enrol an international student. If the College does send personal information about an individual outside Australia, it will:

- obtain the consent of the individual (in some cases this consent will be implied); or
- otherwise comply with the APPs or other applicable privacy legislation.

7.1 More detailed information about the way the College uses and discloses personal information is set out in the College's comprehensive *Privacy Policy* located on the College's website: <https://www.sheldoncollege.com/key-information/policies>.

7.2 The College's *Privacy Policy* includes information about how you may access your personal information or seek correction of your personal information. The *Privacy Policy* also includes information about how you can make a complaint about how your personal information has been handled.

This Privacy Collection Statement forms part of the College's Quality Management System and Work Health and Safety Management System and supports compliance with ISO 9001 and ISO 45001.

8. Contact

Please address all requests or questions about:

- a) how the College deals with your personal information;
- b) requests for access to your information; or
- c) to opt-out from receiving any direct marketing communications from the College,

by contacting the Principal at (07) 3206 5555 and compliance@sheldoncollege.com. You may also request a copy of the College's *Privacy Policy* from the Quality, Risk and Compliance Officer.



9. Document History

Revision	Issue Date	Summary of Changes
1.0	02 Feb 2026	Initial Release