



PRIVACY COLLECTION NOTICE (STUDENTS & FAMILIES)

1. This notice sets out how Pembroke School collects and handles the personal information of students and families.
2. By using our services, or otherwise providing us with your information, you consent to us collecting, holding, using and disclosing your personal information as described in this notice and our Privacy Policy. If we are not able to collect, handle, use and disclose personal information about you as set out in this notice and our Privacy Policy, we may be unable to provide you with some or all of our services.

COLLECTION & USE

3. The School collects personal information (including sensitive information) about students and parents or guardians before and throughout the duration of a student's enrolment at the School. This may be in writing or in the course of conversations.
4. The primary purpose of collecting this personal information is to enable the School to provide education and boarding accommodation services to students enrolled at the School, to perform necessary associated administrative activities, and to comply with our legal obligations (including relevant Education Acts, and Public Health and Child Protection laws).
5. Before providing the School with personal information about another person (e.g. doctors or emergency contacts), please obtain their consent and explain to them the purpose of the disclosure to the School.

DISCLOSURE

6. The School may disclose personal information about students and families (including sensitive information) for educational, administrative and support purposes. This may include disclosure to:
 - other schools (including overseas schools, if it relates to an international student enrolment/exchange program)
 - government departments (including for policy and funding purposes)
 - medical practitioners
 - people providing educational, support and health services to the School, including specialist visiting teachers, coaches, volunteers, and counsellors
 - third party providers of learning and assessment tools
 - third party providers of IT services and cloud services (e.g. relating to data storage, email, instant messaging, education and assessment applications) some of whom may be based overseas
 - assessment and educational authorities, including 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)
 - people providing administrative, financial and legal services to the School
 - anyone you authorise the School to disclose information to
 - anyone to whom the School is required or authorised to disclose the information to by law, including child protection laws.

7. The School may publish personal information about students and families in our School newsletters and magazines, and on our intranet, online portals and publicly available website. This may include photographs and videos of students and information about their participation and achievement in educational and extra-curricular activities (e.g. sporting and artistic events, school camps and school excursions etc.). The School will only disclose personal information about students in a publication or online environment, with permission from the student's parent or guardian (and from the student if appropriate).
8. The School may also publish basic contact information about students and families in our School directory.

DIRECT MARKETING

9. The School endeavours to keep in contact with prospective, current and past students and families, and keep them informed about our school community, our fundraising appeals and the educational and boarding accommodation services that we provide. The School will provide an "opt out" method for each category.
10. Basic contact information may be provided to third parties that the School engages to conduct marketing, research, fundraising and/or community engagement activities on the School's behalf. If you consent to us disclosing your basic contact information for these purposes, please tick the box provided in the relevant form.

PRIVACY POLICY

11. For more information about how we handle personal information, please read our Privacy Policy, which is available on our website at <https://www.pembroke.sa.edu.au/privacy-statement/>. Our Privacy Policy will provide you with additional information about:
 - how we collect, handle and store personal information
 - the purposes for which we use and disclose personal information
 - how to contact our Privacy Officer with any queries or complaints
 - how to file a complaint with the Office of the Australian Information Commissioner if you believe that we have breached our legal obligations in respect to your personal information.

STUDENTS/FAMILIES LOCATED IN THE EU

12. If you are located in the EU, our Privacy Policy includes additional information about:
 - the lawful bases for which we process your personal information
 - the additional choices and rights you have in respect to your personal information under GDPR including the right to:
 - request access to and obtain more information about the processing of your personal information
 - ask us to erase your personal information if you withdraw your consent and we are not otherwise legally entitled to retain it
 - object to our processing of your personal information where we are processing your information with your consent
 - receive some personal information you have given us in a structured, commonly used and machine-readable format and/or ask us to transmit it to someone else
 - lodge a complaint with the relevant EU authority if you think that any of your rights have been infringed by us.