



## Privacy Collection Notice

<b>Last Review:</b> 18 <sup>th</sup> June 2025	<b>Constructed / Reviewed by:</b> The Knox School with Russell Kennedy Lawyers
<b>Next Review:</b> 18 <sup>th</sup> June 2027 (at least every two years (thereafter or more frequently after a significant student safety incident))	<b>Approval Required:</b> Board
<b>Document Date:</b> 18 <sup>th</sup> June 2025	<b>Board Sign Off Date:</b> 18 <sup>th</sup> June 2025

### 1 Privacy Collection Notice

The Knox School ABN 16 095 158 222 (the **School**) (the “School”, “we”, “us”, “our”) is an independent, not-for-profit and charitable institution established and operated in Australia to advance education. In carrying out its functions, the School may collect personal information.

The School is bound by the Australian Privacy Principles which are part of the *Privacy Act 1988* (Cth) as well as other relevant legislation regarding privacy, health records and education. The Privacy Act governs standards, rights and obligations around:

- the collection, use and disclosure of personal information;
- an organisation or agency’s governance and accountability;
- integrity and correction of personal information; and
- the rights of individuals to access their personal information.

This Collection Notice provides information about the collection, use and disclosure of personal information, including sensitive information about students and parents/carers and family members before and during a student’s enrolment at the School.

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 Australian Privacy Principles under the *Privacy Act 1988* (Cth). The School may require medical reports about students from time to time and may otherwise collect sensitive information about students and their families. The School collects only the necessary health information to discharge its duty of care.

### 2 What personal information is collected?

The School may collect the following personal information about students:

- full name, date of birth, gender, contact details including emergency contacts and next of kin;
- nationality, languages spoken;
- details of previous schooling;
- health fund and Medicare details;
- school reports, attendance records, assessment data, behaviour and complaint reports and/or notes;
- immunisation records and allied health reports;
- information regarding referrals to government welfare agencies;
- details of any relevant court orders;
- photos and/or videos (taken at School events or by closed-circuit television cameras (“CCTV”));
- photos and/or videos of student’s artwork or assessment pieces;
- residency, visa status/citizenship;
- passport number, expiry date and copies of relevant pages;
- visa number, expiry date and copy of grant document; and
- dietary information for catering.

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

- health information (e.g. details of disability and / or allergies, and medical certificates, etc. – includes mental health);
- criminal record;
- racial or ethnic origin (including whether a person identifies as Aboriginal or Torres Strait Islander;)
- religious background; and
- biometric information to the extent used by the School to recognise staff, student and alumni faces in photos or videos to ensure all necessary consents are obtained before use.

### **3 How the School collects personal information**

The School collects information directly from the individuals, where reasonable and practicable to do so. the School may collect the information in a variety of ways, including:

- electronic or paper documents (including forms, letters and invoices), face-to-face meetings and interviews, emails and telephone calls;
- from our website using various technologies, including 'cookies';
- online tools (including apps or other software used by the School);
- photographs, video or other recordings;
- polls, surveys and / or questionnaires;
- from other parties (such as education agencies, counsellors, medical practitioners or other schools) to enable the School to discharge its duty of care; and
- from publicly available sources.

The School uses facial recognition software to identify students, staff and alumni in photos and videos. This enables the School 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 School's Privacy Policy and accessible only to authorised School personnel.

#### **4 Purpose**

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 School. This includes:

- generating statistical data and preparing reports for policy and funding purposes;
- organising and managing events / functions;
- for insurance purposes, internal accounting and administration;
- for publications such as magazines, newsletters and use in social media, including publication of that material (both physically and online);
- seeking donation and/or sponsorships;
- marketing for the School events;
- enabling the Victorian Department of Education to comply with their reporting requirements;
- reporting to educational and Government authorities;
- supporting students' social and emotional wellbeing and health;
- fulfilling legal requirements including:
- taking reasonable steps to reduce the risk of harm to students, staff and visitors, including;
- making reasonable adjustments for students with disabilities; and
- ensuring, as far as reasonably practicable, the health and safety of people in the school workplaces;

- communicating with Parents/Carers; and
- regarding international students:
  - complying with the School's obligations under Australian laws (such as the *Education Services for Overseas Students Act 2000* (Cth) and the National Code of Practice for Providers of Education and Training to Overseas Students); and
  - organising hospital, medical, transport, catering and tutoring services.

The School 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.

## 5 Disclosure

The School may disclose personal information for the following reasons:

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

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

- people providing educational, support and health services to the School;
- third-party service providers who provide online educational and assessment support services, document and data management services, training and support services, hosting services, software-as-a-service application, migration, administration, financial or educational services to the School;
- state and federal Department of Education to manage the School's responsibilities under the *Australian Education Regulation 2023* and the *Australian Education Act 2013* (Cth) relating to students with a disability;
- assessment and educational authorities, including the Victorian Curriculum and Assessment Authority (**VCAA**), 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);
- another school or staff at another school;
- government departments (both state and federal such as the Department of Home Affairs);
- recipients of the School's publications, such as newsletters and magazines;
- students or Parents and their emergency contacts;
- third parties to whom you authorise us to disclose personal information;
- where 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 to your life, health or safety or public health or safety, where it is impractical to obtain your consent;
  - take appropriate action in relation to suspected unlawful activity or serious misconduct;
  - to locate a person reported as missing;
  - to assert a legal or equitable claim; or
  - to conduct an alternative dispute resolution process; and
- where we are required to do so as a result of any obligations we owe under a contract.

## **6 Failure to collect information**

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

## **7 Overseas Disclosure**

The School 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 School 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 School 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.

More detailed information about the way the School uses and discloses personal information is set out in the School's comprehensive *Privacy Policy* located on the [School's website](#)

the School'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.

## **8 Contact**

Please address all requests or questions about:

- how the School deals with your personal information,
- requests for access to your information,

by contacting the Privacy Officer on (03) 8805 3800 or at [privacy@knox.vic.edu.au](mailto:privacy@knox.vic.edu.au). You may also request a copy of the School's *Privacy Policy* from the Privacy Officer.

- to opt-out from receiving any direct marketing communications from the School,

please contact the School's Marketing Department at [marketing@knox.vic.edu.au](mailto:marketing@knox.vic.edu.au) . If you opt out of receiving marketing material from us, we may still otherwise contact you in relation to our existing relationship with you other than for marketing.