



Type: Overseas Students – CRICOS Policies and Procedures	<b>Name:</b> International Students Privacy Policy	<b>Policy No:</b> 0011
<b>Implementation Date:</b> 2019	<b>Last Reviewed:</b> 2019	<b>Review Date:</b> Biennial

## INTERNATIONAL STUDENTS PRIVACY POLICY

Personal Information is collected during the enrolment process in order to meet our obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. This information is recorded in PRISMS and includes your name, date of birth, gender, address, email address, phone number, country of birth, nationality, passport number, and course details. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Information collected about you during the enrolment process can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme or state and territory agencies, in accordance with the Privacy Act 1988. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Further, the School collects personal details, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your daughter.

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 [and Child Protection] laws. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time. The School discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, the Brisbane Diocese, medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches and volunteers.

If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your daughter. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news or photographs is published in School newsletters, magazines and on our School website.

On occasions information such as academic and sporting achievements, student activities and other news or photographs may be used in our marketing to promote the school. If you do not agree to this, please advise us in writing now. Parents may seek access to personal information collected about them and their daughter by contacting the School. Students may also seek access to personal information about them. 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 students have provided information in confidence.

As you may know the School and the St Hilda's Foundation from time to time engages 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.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.

We do not provide your contact details to other school families in the form of a class list or School directory. Our policy is that the School does not provide contact details to other school families without your consent.

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.

**You consent to the personal information being used for educational and ancillary purposes including the marketing of the school.**

This policy provides for specific information regarding overseas students. Additional to this policy, the overarching Privacy Policy for St Hilda's School (COU POL-018) should be read in conjunction with this policy as it applies to all students.