



PLC  
PRESBYTERIAN  
LADIES' COLLEGE  
SYDNEY  
— 1888 —

# NOTICE ACCOMPANYING THE COLLECTION OF PERSONAL DATA

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1. PLC Sydney collects personal information, including information classified as “sensitive” under the Privacy Act 1988, about students, parents and guardians before and during the course of a student’s enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling to its students and to enable them to take part in all activities of the College.
2. Some of the information collected is to satisfy the College’s legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education acts, Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. The College may ask you to provide medical reports and information about your daughter from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners and people providing services to the College, including specialist visiting teachers, sports and other coaches and volunteers.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The College may store personal information in the ‘cloud’ which may mean that it resides on servers which are situated outside Australia.
8. The College’s **Privacy Policy** sets out how parents or students may seek access to personal information collected 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 College’s duty of care to the student, or where other students have provided information in confidence.
9. The College’s **Privacy Policy** also sets out how you may complain about a breach of privacy and the College will deal with such a complaint.

10. As you may know, from time to time the College engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to related organisations such as the Ex-Students' Union, the PLC Foundation and the Parents' and Friends Association solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions information such as academic and sporting achievements, student activities and similar news is published in school newsletters, magazines and on our website. Photographs of student activities such as sporting events, school camps, and school excursions may be taken for publication in school newsletters and magazines and on our intranet. The College will obtain permission from the student's parent or guardian prior to publication if we would like to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as on the internet.
12. The College may include your contact details in a class or year group list, sporting list, activity list or school directory. **If you do not agree to this you must inform the Principal in writing.**
13. If you provide the College 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 College and why, that they can access that information if they wish, and that the College does not usually disclose the information to third parties.
14. Any parent, guardian or other person concerned about any aspect of this notice should contact the Head Teacher Compliance and Human Resources on (02) 9704 5666.

Dr Paul Burgis  
Executive Principal



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