



Privacy Collection Notice

1. Lyrebird College collects personal information, including sensitive information about students and parents/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 for your child.
2. Some of the information we collect 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 schools require that specific information is collected. These include the *Health Records Act 2001 (Vic)* and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the *Privacy Act 1988 (Cth)*. We ask you to provide medical information about your child when necessary.
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, volunteers and contractors.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child, or allow him/her to participate in associated activities.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as student achievements, student activities and other news is published in College newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their child by submitting a written request to the Principal. 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 College's duty of care to the student, or where students have provided information in confidence.
9. The College engages in fundraising activities and information received from you may be used to make an appeal to you. (It may also be disclosed to organisations that assist in the College'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.
10. We may include your contact details in a class list, but will seek your permission to do so.
11. 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.
12. Student records are archived to meet the needs for a range of possible future inquiries and for historical purposes. Other personal information is destroyed as per regulatory requirements.