

# Wellington Christian School Policy

## **STANDARD INFORMATION COLLECTION NOTICE**

1. Wellington Christian School (School) collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School.
2. The School collects this information via a variety of means, including the documents and forms submitted by you, by written notes or in the course of conversations with academic, pastoral or administrative staff.
3. We may be required to collect personal information in accordance with legislation including the The Privacy Act 1988 (Cth), Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth), Health Records and Information Privacy Act 2002 (NSW) and Privacy Amendment (Notifiable Data Breaches) Act 2017 (Cth).
4. The primary purpose of collecting this information is to enable the School to provide schooling to the student and to enable them to take part in all the activities of the School.
5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of the student, or permit the student to take part in a particular activity.
6. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and 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 website.
7. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes including to facilitate the transfer of a student to another school. This includes disclosure to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches, volunteers and counsellors.
8. The School may disclose your personal information to its technology service providers who may be based overseas, and/or store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia. The countries in which those overseas recipients and servers are likely to be located are Singapore, Hong Kong, Canada and the United States of America.
9. The School Privacy Policy (available at: [www.wellingtoncs.com.au/Enrolment/policies](http://www.wellingtoncs.com.au/Enrolment/policies)) also sets out:
  - a. how you may seek access to or correction of personal information collected about you.
  - b. how you may complain about the School's management of your personal information; and
  - c. the countries (if any) in which any overseas recipients of personal information are located.
10. We can be contacted via the address details listed in the footer of this document.

## **EMPLOYMENT APPLICATION COLLECTION NOTICE**

This section of the standard Collection Notice applies specifically to the collection of personal information relating to the employment process.

1. In applying for a position you will be providing the School with personal information. We can be contacted at;  
Wellington Christian School  
PO Box 108, Wellington NSW 2820  
P +61 2 6845 1999  
admin@wellingtoncs.com.au
2. The School may also collect your personal information from third parties, for example, from previous employers or nominated referees, and from publicly available sources.
3. We may also collect sensitive information from you, for example, medical information and criminal history, if it is relevant to the role you are applying for.
4. If you do not provide us with your personal information we will not be able to progress your job application.
5. We may keep your information on file for up to 12 months if your application is unsuccessful in case another position becomes available.
6. If you submit an un-solicited resume we may keep your information on file for up to 12 months in the event that a position becomes available.
7. The School may disclose personal information to referees and also to third party suppliers that are used to help with our recruitment processes.
8. We are also required to conduct Working With Children Check (WWCC) screening for all potential employees through The Office of the Children's Guardian, under the Children and Young Persons (Care and Protection) Act 1998