



UNIVERSITY  
SENIOR COLLEGE  
*at Adelaide University Inc.*

## Standard Collection Notice

1. University Senior College (“USC” or “the School”) collects personal information, including health and other sensitive information about students and parents, carers and/or guardians (“Parents”) before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. 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.
2. 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.
3. Laws governing or relating to the operation of the School require certain information to be collected and disclosed.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Commonwealth Privacy Act 1988 and the Privacy Amendment (Enhancing Privacy Protection) Act 2012. We may ask you to provide medical reports about students from time to time.
5. 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 to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their Parents.
7. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. The School'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 School's duty of care to the student, or where students have provided information in confidence.

9. The School's Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.

10. A copy of the Privacy Policy will be made available to any members of the School community on request and can also be accessed via the USC website at <https://usc.adelaide.edu.au>

11. As you may know the School 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.

12. On occasions information such as academic achievements, student activities and similar news is published in School newsletters and magazines and on our website. Photographs of student activities and events may be taken for publication in School newsletters and magazines and on our website. The School will obtain separate permissions from the students' Parents prior to publication.

13. 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 this information to third parties.

*Last updated: 27 February 2014*