



PRINCE ALFRED COLLEGE

Privacy Statement

This Privacy Statement applies to the collection, use and disclosure of personal information by Prince Alfred College. The College's privacy policy contains more detailed information about how Prince Alfred College is committed to the privacy of your personal information and the College's compliance with the Privacy Act 1988 (Cth) (**Privacy Act**). The College's current privacy policy is available on request and can be accessed at the College's website located at <https://pac.edu.au/about/college-policies/>

Personal Information and Sensitive Information

In this Statement, "**personal information**" means information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not, and whether the information or opinion is record in a material form or not. "**Sensitive information**" includes health information about an individual, as well as biometric information used for automated biometric verification or biometric identification.

The College only collects personal information necessary for the lawful and efficient conduct of its business. It collects contact information provided by parents, students and alumni. It also collects financial information relating to the payment of fees and charges invoiced by the College from time to time. The College may also collect other personal information in the course of receiving completed forms and documents submitted to the College, as well as face-to-face meetings and interviews, and when receiving correspondence.

The College may also collect sensitive information about you from time to time. Please note that the College collects information or opinion about your health (including illness, disability or injury (at any time) that you have suffered), together with information concerning a health service that has been provided, or is to be provided to you.

The College may also collect biometric information generated by the College's use of certain facial recognition technology in specific circumstances under the control of the College. Facial recognition technology for identification involves collecting a digital image of an individual's face and extracting their distinct features into a biometric template, which is compared against templates in a database to identify the individual. The College will take steps to ensure that you are aware of the use of facial recognition technology in the College's premises and facilities.

If you do not want the College to collect biometric information about you, you may opt out from the College's collection of biometric information. You can exercise your opt-out at no cost. You can contact us to exercise your opt-out at any time, including by contacting the College using the contact information set out in this statement.

The main consequences if the College does not collect biometric information

If parents select to opt-out, the system will not use facial recognition to identify their children in any photos or media. This means that:

- Their child's school profile photos will not be loaded into the system for identification purposes.
- Their child will not be automatically identifiable in any photos managed by the system.
- All photos of their children will be treated as unidentified and will not be used anywhere or available for download..

The purposes for which the College collects personal information (including sensitive information)

The College's privacy policy outlines in detail the purposes for which the College collects personal information (including sensitive information). Generally, the College collects personal information about students and parents to enable the College to provide school education services to enrolled students, as well as to exercise its duty of care and to perform necessary associated administrative activities. This includes satisfying the needs of parents, students and the College through the period in which the student is enrolled at the College.

The College may collect sensitive information (in the form of health information) about an individual in the course of providing health services to the student as and when required.

Provided that the individual has not opted out, the College may collect sensitive information (in the form of facial biometric identifier information) in order to manage media for the purpose of school media management and photography consent administration.

The College acknowledges that some individuals may opt out from the College's collection, use and disclosure of sensitive information. In such cases, the College will refrain from collecting, using or disclosing such sensitive information, unless the College is authorised or required by law (including by the Privacy Act) to collect, use and disclose such sensitive information.

The College will only use lawful and fair means to collect personal information. The College will not collect personal information in an unreasonably intrusive manner. Where practicable, the College will collect personal information about the individual directly from the individual, but the College may also collect personal information about the individual from third parties from time to time.

Disclosure of personal information

The College may disclose personal information (including sensitive information) to other schools and education institutions, to government departments and agencies, to medical practitioners (including hospitals), to third parties the College engages to provide educational, support and health services, to contracted service providers for the purpose of those service providers providing services to the College, and to anyone to whom the College is required or authorised to disclose the information to by law (including child protection laws).

Disclosure of information to overseas recipients

Generally, the College will not disclose personal information about an individual to an overseas recipient, except to facilitate a college exchange. The College may disclose personal information about an individual to an overseas recipient in circumstances set out in the College's privacy policy.

The College may also use service providers to host data (including personal information) or to provide other services relating to email, instant messaging and education and assessment applications for the College under contract. Some limited personal information may be disclosed to these service providers to enable them to authenticate the request to access and use the relevant service.

Access to personal information held by the College

The College's privacy policy sets out how an individual can access the personal information the College holds about the individual and how the individual can seek correction of the information. Further, the College's privacy policy sets out how an individual may submit a complaint to the College about an alleged breach of the Australian Privacy Principles and how the College will deal with such complaint.

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