



MENTONE GRAMMAR PRIVACY COLLECTION NOTICE

Mentone Grammar School ABN 87 616 069 977 is a not-for-profit and charitable institution established and operated in Australia to advance education as a registered not-for-profit school providing co-educational early learning, primary and secondary level education. In carrying out its functions, Mentone Grammar may collect personal information.

What personal information is collected?

Mentone Grammar may collect the following personal information about students, parents or carers, job applicants, prospective employees, employees, contractors, volunteers, visitors and other members of the community that come in contact with Mentone Grammar:

- name;
- date of birth;
- contact details;
- for students:
 - next of kin, academic record and history;
 - sensitive information such as Health Information (which includes medical records, health services provided, information about dietary requirements, allergies and medication) and information about racial or ethnic origin, language spoken at home, religion and criminal records;
- banking details;
- for individuals who attend Mentone Grammar's campus and facilities, other details that are discernible from CCTV video footage; and
- any other information provided to Mentone Grammar.

Purpose

The primary purpose of collecting personal information about students and parents or carers is to provide educational and ancillary services to students. This includes:

- ensuring the care, safety and welfare of students;
- providing education and schooling for its students;
- establishing communication with parents in relation to their child's schooling;
- managing internal accounting and administrative tasks;
- for publications such as magazines and newsletters, including publication of that material (both physically and online);
- fulfilling legal obligations particularly with respect to child safety and child abuse; and
- engaging in fundraising and promoting Mentone Grammar through marketing and school publications.

Mentone Grammar collects personal information about prospective employees, employees, contractors, and volunteers for the following purposes:

- assessing an individual's suitability for employment or work, including child-connected work;
- administering the individual's employment or contract;
- ensuring the accuracy and currency of the information collected;
- managing internal accounting and administration;
- insurance;
- conducting fundraising and marketing for Mentone Grammar;
- for reporting to educational and Government authorities; and
- to satisfy legal obligations including with respect to child safety and child abuse

Mentone Grammar may also use personal information for any secondary purposes that is ancillary to the primary purpose.

Disclosure

Mentone Grammar may disclose personal information for the following reasons:

- for the primary purpose it was collected;
- where Mentone Grammar believes it is necessary to lessen a serious threat to the life, health or safety of any individual;
- where Mentone Grammar is permitted by legislation to fulfil its obligations as an Information Sharing Entity; or
- for any other ancillary purpose under the *Surveillance Devices Act 1999* (Vic), *Child Wellbeing and Safety Act 2005* and *Privacy Act 1988* (Cth).

Failure to collect information

If personal information is not collected, Mentone Grammar may not be able to proceed with the enrolment of the students and/or their enrolment may be withdrawn.

Privacy Policy

More detailed information about the way Mentone Grammar uses and discloses personal information is set out in Mentone Grammar's comprehensive Privacy Policy located on the School's website: www.mentonegrammar.net/policies/.

Mentone Grammar's Privacy Policy includes information about how you may access your personal information or seek correction of your personal information. The Privacy Policy also includes information about how you can make a complaint about how your personal information has been handled.

Contact

Please address all requests or questions about:

- how Mentone Grammar deals with your personal information;
- requests for access to your information; or

- to opt-out from receiving any direct marketing communications (which does not include any communications associated with the student's enrolment), from Mentone Grammar;

by contacting the Director of Business at (+61 3) 9584 4211. You may also request a copy of Mentone Grammar's Privacy Policy from the Director of Business.

Last Review: March 2024	Constructed/Reviewed by: Mentone Grammar School on advice from Russell Kennedy Lawyers
Next Review: March 2025	Approval Required: Executive
	Implementation Date: 22 April 2024