

AISSA AND BGA COLLECTION NOTICE

The AISSA/SA Independent Schools Block Grant Authority (“the Organisations”) collect personal information, including sensitive information, about students, school employees, school governors and others who interact with the Organisations. This may be in writing, through technology systems, or in the course of conversations.

The primary purpose of collecting this information is to enable the Organisations to provide services to students, schools or others and perform necessary associated administrative activities. Some of the information collected is to satisfy the Organisations’ legal obligations.

The Organisations may, from time to time, disclose personal information to others for advisory, administrative, legal or educational purposes. Such disclosures will only be in relation to the primary purpose of collection, or for secondary purposes, related to the primary purpose, and which the individual would reasonably expect. If the Organisations do not receive the information referred to above, they may not be able to provide the relevant service to the school, student, school employee or others.

The Organisations occasionally use contractors to assist the Organisations in their functions and they disclose relevant personal information to these contractors to enable the contractors to meet their obligations.

If you provide the Organisations 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 Organisations and why.

The Organisations may use online or 'cloud' service providers to store personal information and to provide services to the Organisations that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users who access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about the Organisations’ use of online or 'cloud' service providers is contained in the Organisations’ Privacy Policy.

The Organisations’ Privacy Policy sets out how a person 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 or where access may result in a breach of confidence. The reasons for any such refusal will be provided in writing (unless, given the grounds for refusal, it would be unreasonable to provide reasons).

The Organisations’ Privacy Policy also sets out how you may register a complaint about a breach of privacy and how the Organisations will deal with such a complaint.

Any questions in relation to the collection, use, disclosure and retention of personal information collected by the Organisations may be directed to, or a copy of the Organisations’ Privacy Policy may be obtained from, the AISSA Chief Executive.

We reserve the right to modify this Collection Notice from time to time.