



Moriah College - Student Enrolment Privacy Collection Notice

Privacy is very important to Moriah College (we, our, us, the College). We are committed to protecting the personal information about students, their parents, guardians and/or families before and during the course of a student's enrolment at the College in accordance with applicable privacy laws, including the Health Records and Information Privacy Act 2002 (NSW), Privacy Act 1988 (Cth) and the Australian Privacy Principles.

This Student Enrolment Privacy Collection Notice (Notice) explains how we handle personal information, including health information, collected when you complete our digital enrolment form.

What kinds of personal information will we collect and use?

The College will collect the personal information you submit when you complete the digital enrolment form and any personal information contained in any documents you submit as part of submitting the digital enrolment form. This personal information includes:

- your information, including full name, date of birth, gender and contact information such as address, email and phone number;
- your child's information, including full name, date of birth, gender, schooling level, details of previous schooling and school reports and emergency contact details;
- identification information about you and your child, including country of birth, citizenship or residency status, birth certificate, passport and/or visa details;
- your child's health and medical information, including immunisation records, disabilities, allergies and management of any medical conditions; and
- family details, including names of siblings and grandparents, relevant court orders, synagogue records and certificates, Aboriginality, languages spoken at home, parent's or guardian's educational background, occupation and employer.



If you have provided personal information about others, such as emergency contacts and other parent or guardian details, you should obtain that person's consent and provide them a copy of this Notice.

Why we collect personal information and what we use it for?

The primary purpose for collecting this personal information is to:

- process your digital enrolment form;
- communicate with you about the progress and outcome of the College's enrolment process;
- to help us to make our decision if we will offer your child a place at the College; and
- to give us an understanding of your child's schooling needs.

If your child is successful in receiving a place at the College and the offer is accepted, we will also use the personal information collected via the enrolment form to enable the College to provide schooling and related activities, provide for student wellbeing and needs and to discharge our legal obligations including its duty of care and child protection obligations.

The College will only use and disclose the personal information collected for the above reasons or for other purposes directly related with our educational functions and activities.

We may also use your personal information as otherwise permitted by law.

Do you share this personal information with anyone else?

We only use this personal information for the purposes set out above and will only disclose personal information in connection with our educational and administrative functions in accordance with our Privacy Statement at www.moriah.nsw.edu.au.

What happens if I do not provide this personal information?

If the personal information is not provided to us, we may not be able to assess and progress your request for your child's enrolment at the College.



Moriah College

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Where can I get more information about how the College handles personal information?

If you have any questions or concerns about anything in this Notice, please contact our Privacy Officer during school hours by email at **PrivacyOfficer@Moriah.nsw.edu.au** or by telephone on (02) 9375 1600.

More detailed information about the way the College uses, discloses and otherwise handles your personal information is set out in our comprehensive Privacy Statement at www.moriah.nsw.edu.au.