

Standard Collection Notice

CURRENT AS AT 20 JULY 2021

Independent Schools Queensland collects and holds information which includes (but is not limited to) personal information, including sensitive information about:

- School staff and Governors
- Students, for the purposes of funding applications and other program activities
- Job applicants, staff members, volunteers, consultants and contractors
- Other people who come into contact with Independent Schools Queensland.

Independent Schools Queensland collects personal information on customers, suppliers, employees, contractors, other contacts and others about whom information is to be given, to understand and meet their needs, to conduct Independent Schools Queensland's activities and to meet legal obligations.

The personal information we collect may be obtained by way of forms filled out by individuals (including online registration), emails, telephone conversations, face-to-face meetings and interviews. Some more detailed information is collected when assisting schools on particular issues. Independent Schools Queensland may also be provided with personal information about an individual from a third party, for example, student data from schools and government agencies, or a referral or reference from a school or educational organisation.

Independent Schools Queensland will use personal information it collects for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which the individual has consented. In certain circumstances, Independent Schools Queensland may use aggregated data to meet its commitments as a service provider to independent schools and their students. In such circumstances, data will be aggregated in such a manner that personal information will not be accessible to third parties. Independent Schools Queensland's staff are required to respect the confidentiality of personal information and the privacy of individuals.

Independent Schools Queensland may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

Independent Schools Queensland Privacy Policy sets out how persons may seek access to personal information collected about them and also how they may complain about a breach of privacy and how Independent Schools Queensland will deal with such a complaint. Under the Commonwealth's Privacy Act, an individual has the right to obtain access to any personal information which Independent Schools Queensland holds about them and to advise Independent Schools Queensland of any perceived inaccuracy. There are some exceptions to this right set out in the Act.

If you provide Independent Schools Queensland with the personal information of others, Independent Schools Queensland expects that the person providing the personal information has informed the person about whom the information is being provided of their intentions to do so.