



Privacy Policy

Purpose:	Peregian Beach College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. This statement outlines the privacy policy of the College and describes how the College uses and manages personal information provided to or collected by it.	
Scope:	The policy applies to board members, employers, employees, volunteers, parents/guardians and students, contractors, and people visiting the College site; and describes the type of information the College collects, how the information is handled, how and to whom the information is disclosed, and how the information may be accessed.	
References:	• Australian Privacy Principles • Privacy Act 1988 (Cth) • Peregian Beach College Reporting Concerns of Harm and Abuse • Inclusion Policy	
Supersedes:	February 2024	
Authorised by:	Board chair	Date of Authorisation: May 2026
Review Date:	Annually, as appropriate, to take account of new laws and technology, changes to College's operations and practices and to make sure it remains appropriate to the changing environment.	Next Review Date: January 2027
Policy Owner:	College Board	

Exception in Relation to Employee Records:

Under the *Privacy Act 1988* (Cth) (**Privacy Act**), the Australian Privacy Principles do not apply to an employee record held by the employing entity. As a result, this Privacy Policy does not apply to Peregian Beach College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between Peregian Beach College and the employee.

Policy

This Privacy Policy sets out how Peregian Beach College manages personal information provided to or collected by it. Peregian Beach College is bound by the Australian Privacy Principles contained in the *Privacy Act*. Peregian Beach College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Peregian Beach College's operations and practices and to make sure it remains appropriate to the changing school environment.

What kinds of personal information does the College collect and how does the College collect it?

The type of information Peregian Beach College collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

- students and parents and/or guardians ('Parents') before, during and after the course of a student's enrolment at the College:
 - name, contact details (including next of kin), date of birth, gender, language background, previous school and religion;
 - parents' education, occupation and language background;
 - medical information (e.g. details of disability and/or allergies, absence notes, medical reports and names of doctors);
 - conduct and complaint records, or other behaviour notes, and school reports; information about referrals to government welfare agencies;
 - counselling reports;
 - health fund details and Medicare number;
 - any court orders;
 - volunteering information; and
 - photos and videos at College events.
- job applicants, staff members, volunteers and contractors:
 - name, contact details (including next of kin), date of birth, and religion;
 - information on job application;
 - professional development history;
 - salary and payment information, including superannuation details;
 - medical information (e.g. details of disability and/or allergies, and medical certificates);
 - complaint records and investigation reports;
 - leave details;
 - photos and videos at College events;
 - workplace surveillance information;
 - work emails and private emails (when using work email address) and Internet browsing history

- other people who come into contact with the College including name and contact details and any other information necessary for the particular contact with the College.

Personal Information you provide:

Peregrine Beach College will generally collect personal information held about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than parents and students provide personal information.

Personal Information provided by other people:

In some circumstances Peregrine Beach College may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

How will the College use the personal information you provide?

Peregrine Beach College will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented.

Students and Parents

In relation to personal information of students and parents, Peregrine Beach College's primary purpose of collection is to enable the College to provide education to students enrolled at the College, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the College. This includes satisfying the needs of parents, the needs of the students and the needs of Peregrine Beach College throughout the whole period the student is enrolled at the College.

The purposes for which Peregrine Beach College uses personal information of students and parents include:

- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines
- day-to-day administration of Peregrine Beach College
- looking after student's educational, social and medical wellbeing
- seeking donations and marketing for Peregrine Beach College
- to satisfy Peregrine Beach College's legal obligations and allow the College to discharge its duty of care.

In some cases where Peregrine Beach College requests personal information about a student or parent, if the information requested is not provided, Peregrine Beach College may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on our internet and on our website, this may include photographs and videos of student activities such as sporting events, College camps and College excursions. The College will obtain permissions from the student's parent or guardian and from the student if appropriate if we would like to include such photographs or videos or other identifying material in our promotional material or otherwise make this material available to the public such as on the internet.

Parents, guardians, students and visitors are expected to respect the privacy of others when taking photographs or recordings at College events. Images or recordings of other students, staff or families should not be shared publicly, including on social media, without appropriate permission.

Job applicants, Staff Members and Contractors

In relation to personal information of job applicants, staff members and contractors, Peregian Beach College's primary purpose of collection is to assess and if successful to engage the applicant, staff member or contractor, as the case may be.

The purposes for which Peregian Beach College uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be
- for insurance purposes
- seeking donations and marketing for the College
- to satisfy the College's legal obligations, for example, in relation to child protection legislation.

Volunteers

The College also obtains personal information about volunteers who assist Peregian Beach College in its functions or conduct associated activities, such as alumni associations, to enable Peregian Beach College and the volunteers to work together.

Marketing and Fundraising

Peregian Beach College treats marketing and seeking donations for the future growth and development of the College as an important part of ensuring that Peregian Beach College continues to provide a quality learning environment in which both students and staff thrive. Personal information held by Peregian Beach College may be disclosed to organisations that assist in the College's fundraising.

Who might the College disclose Personal Information to and store your information with?

Peregian Beach College may disclose personal information, including sensitive information, held about an individual for educational, legal, administrative, marketing and support purposes. This may include to:

- another school or staff at another school
- government departments (including for policy and funding purposes)
- medical practitioners
- people providing educational, support and health services to the College, including specialist visiting teachers, [sports] coaches, volunteers, counsellors and providers of learning and assessment tools

- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN)
- people providing administrative and financial services to Peregian Beach College;
- recipients of College publications, such as newsletters and magazines
- students' parents or guardians
- anyone you authorise Peregian Beach College to disclose information to
- anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.

Further, the College may collect, use and disclose personal information where necessary to meet its child protection, student safety, duty of care, mandatory reporting and student wellbeing obligations. In some circumstances, the College may disclose information without consent to police, child protection authorities, regulators, medical professionals or other persons where required or authorised by law or where necessary to protect the health, safety or welfare of a student or another person.

Sending and Storing Information Overseas

Peregian Beach College may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, Peregian Beach College will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied)
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

Peregian Beach College may use online or 'cloud' service providers to store personal information and to provide services to Peregian Beach College 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 that access their services. This personal information may be stored in the 'cloud' which means that it may reside on a cloud service provider's server which may be situated outside Australia.**

The data centres where the personal information is likely to be kept are located on occasion in various countries. The College will take reasonable steps to ensure that overseas recipients handle personal information consistently with applicable Australian privacy requirements.

Sensitive Information

In referring to 'sensitive information', Peregian Beach College means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is required by law.

Data Retention and Destruction

The College retains personal information for as long as required for educational, administrative, legal, regulatory, insurance, archival and child safety purposes. When personal information is no longer required, the College will take reasonable steps to securely destroy or de-identify it, unless it is required to retain the information by law or for legitimate College purposes.

Management and Security of Personal Information

Peregian Beach College's staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals. Peregian Beach College has in place steps to protect the personal information it holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password protection and other cyber security measures.

The College uses digital systems and online services to support teaching, learning, administration, communication, finance, student wellbeing, assessment and reporting. These systems may include College management platforms, learning management systems, cloud storage, email, communication tools, online assessment platforms, payment systems, security systems and other approved applications. The College takes reasonable steps to assess the privacy and security practices of third-party providers before using them and to ensure that personal information is handled appropriately.

The College may use digital tools, including artificial intelligence-enabled tools, to support administrative, educational or operational activities. The College will take reasonable steps to ensure that personal information is not entered into public or unapproved artificial intelligence tools unless this is lawful, appropriate, authorised and consistent with College policy. Staff and students are expected to use artificial intelligence tools in accordance with the College's technology, academic integrity, privacy and child safety requirements.

Data Breaches

It will be deemed that an 'eligible data breach' has occurred if:

- there has been unauthorised access to, or unauthorised disclosure of, personal information about one or more individuals (**the affected individuals**)
- a reasonable person would conclude there is a likelihood of serious harm to any affected individuals as a result
- the information is lost in circumstances where:
 - unauthorised access to, or unauthorised disclosure of, the information is likely to occur
 - assuming unauthorised access to, or unauthorised disclosure of, the information was to occur, a reasonable person would conclude that it would be likely to result in serious harm to the affected individuals.

Serious harm may include serious physical, psychological, emotional, economic and financial harm, as well as serious harm to reputation.

What must the College do in the event of an 'eligible data breach'?

If Peregrine Beach College suspects that an eligible data breach has occurred, it will carry out a reasonable and expedient assessment/investigation within 30 days.

If such an assessment/investigation indicates there are reasonable grounds to believe an eligible data breach has occurred, then Peregrine Beach College will be required to lodge a statement to the Privacy Commissioner (**Commissioner**) and any other compliance requirements under cyber security legislation. Where practical to do so, the College entity will also notify the affected individuals. If it is not practicable to notify the affected individuals, Peregrine Beach College will publish a copy of the statement on its website, or publicise it in another manner.

Exception to notification obligation

An exception to the requirement to notify will exist if there is a data breach and immediate remedial action is taken, and as a result of that action:

- there is no unauthorised access to, or unauthorised disclosure of, the information
- there is no serious harm to affected individuals, and as a result of the remedial action, a reasonable person would conclude the breach is not likely to result in serious harm.

Access and Correction of Personal Information

Under the *Privacy Act*, an individual has the right to seek and obtain access to any personal information which Peregrine Beach College holds about them and to advise of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally be able to access and update their personal information through their parents, but older students may seek access and correction themselves.

To make a request to access or to update any personal information Peregrine Beach College holds about you or your child, please contact the College Principal in writing. Peregrine Beach College may require you to verify your identity and specify what information you require. Peregrine Beach College may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, Peregrine Beach College will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

The College will take reasonable steps to ensure that any personal information is accurate, up to date, complete, relevant and not misleading.

Consent and Rights of Access to the Personal Information of Students

Peregrine Beach College respects every parent's right to make decisions concerning their child's education. Generally, Peregrine Beach College will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. Peregrine Beach College will treat consent given by parents as consent given on behalf of the student, and notice to parents will act as notice given to the student.

As mentioned above, parents may seek access to personal information held by Peregian Beach College about them or their child by contacting the College Principal. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of Peregian Beach College's duty of care to a student.

The College may, at its discretion, on the request of a student grant that student access to information held by Peregian Beach College about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances warrant it.

Workplace Surveillance, CCTV and security

The College may monitor use of its networks, devices, email accounts, internet services and digital systems for security, operational, compliance, child safety and appropriate-use purposes. Staff should not expect privacy when using College-provided systems, except to the extent required by law. Monitoring will be conducted in accordance with applicable laws and College policies.

The College may use CCTV and other security systems on College premises to assist with safety, security, supervision, incident management and protection of property. CCTV footage may be used to investigate incidents, manage risk, respond to complaints, support disciplinary processes, assist law enforcement or meet legal and insurance obligations.

Access to CCTV footage is restricted to authorised personnel. The College will only disclose CCTV footage where it is appropriate, lawful and necessary.

Enquiries and Complaints

If you would like further information about the way Peregian Beach College manages the personal information it holds, or wish to make a complaint about Peregian Beach College's breach of the Australian Privacy Principles please contact the College Principal. The College has appointed the Principal, or their nominee, as the Privacy Officer responsible for overseeing the College's privacy practices, responding to privacy enquiries and complaints, coordinating access and correction requests, and managing eligible data breach responses. Peregian Beach College will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

****If applicable**

APPENDIX 1

Standard Collection Notice

- 1 The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to students enrolled at the College, exercise its duty of care, engage in marketing/fundraising and perform necessary associated administrative activities, which will enable students to take part in all the activities of the College.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (**APPs**) under the *Privacy Act 1988*. We may ask you to provide medical reports about students from time to time.
5. The College may disclose personal and sensitive information for educational, legal, administrative, marketing and support purposes. This may include to:
 - other schools and teachers at those schools;
 - government departments (including for policy and funding purposes);
 - medical practitioners;
 - people providing educational, support and health services to the College, including specialist visiting teachers, [sports] coaches, volunteers, and counsellors;
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - people providing administrative and financial services to the College;
 - anyone you authorise the College to disclose information to; and
 - anyone to whom the College is required or authorised by law, including child protection laws, to disclose the information.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The College may use online or 'cloud' service providers to store personal information and to provide services to the College 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 that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the College's use of on online or 'cloud' service providers is contained in the College's Privacy Policy.
8. The College's Privacy Policy, accessible on the College's website, sets out how parents or students may seek access to and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to a student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

9. The College's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
10. The College may engage in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on our intranet and on our website this may include photographs and videos of student activities such as sporting events, College camps and College excursions. The College will obtain permissions from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet.
12. We may include students' and students' parents' contact details in a class list and College directory.
13. If you provide the College 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 College and why.

APPENDIX 3

Employment Collection Notice

1. In applying for this position, you will be providing Peregrine Beach College with personal information. We can be contacted on admin@pbc.qld.edu.au.
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The College's Privacy Policy, accessible on the College's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
4. We will not disclose this information to a third party without your consent unless otherwise permitted or required at law. We usually disclose this kind of information to the following types of organisations.
5. We may be required to conduct a criminal record check regarding whether you are or have been the subject of a Domestic Violence Order and certain criminal offences under Child Protection laws and other legislation as is enacted at time to time. We may also collect personal information about you in accordance with these laws.
6. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the College's use of on online or 'cloud' service providers is contained in the College's Privacy Policy. *
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why.

APPENDIX 4

Contractor/Volunteer Collection Notice

1. In offering, applying or agreeing to provide services to the College, you will be providing Peregrine Beach College with personal information. We can be contacted on admin@pbc.qld.edu.au.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for six months.
4. The College's Privacy Policy, accessible on the College's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
5. We will not disclose this information to a third party without your consent unless otherwise permitted to do so by yourself, by Government legislation or to support service we utilise in the administration of your employment.
6. We may be required to conduct a criminal record check regarding whether you are or have been the subject of a Domestic Violence Order and certain criminal offences under Child Protection laws and other legislation as is enacted at time to time. We may also collect personal information about you in accordance with these laws.
7. The College may use online or 'cloud' service providers to store personal information and to provide services to the College 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 that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the College's use of online or 'cloud' service providers is contained in the College's Privacy Policy.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why.

You have acknowledged this policy in 05/08/2026 at 14:42:05 (UTC +10:00)

Unless the Policy specifically states otherwise, the Policy does not form part of your employment agreement with the Employer. The Employer may unilaterally vary, remove or replace this Policy at any time. To the extent that this Policy imposes any obligations on the Employer and/or purports to provide any right or benefit to you, those obligations are not contractual and do not give rise to any contractual rights. The Employee is required to be familiar with the content of the Policy and comply with the terms at all times.

Note: We are not able to attach the digital signatures to any documents besides an unlocked pdf file.