



PULTENEY GRAMMAR SCHOOL

Student/Parent Collection Notice

1. The School collects personal information, including sensitive information about students and parents and/or guardians, before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling to students enrolled at the School, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the School.
2. The [School's Privacy Policy](#) contains information about the types of personal information we usually collect, how we handle your personal information, how to contact the School if you wish to access or correct personal information the School holds about you or your child, how to contact us if you have a question or complaint about our management of your personal information and how we deal with these questions or complaints.
3. By providing the School with your personal information, you authorise the personal information being collected, held, used and disclosed in accordance with our Privacy Policy and this collection notice. The Privacy Policy is in addition to any other applicable terms and conditions that may apply to your relationship and/or engagement with the School.
4. If you provide the School with personal information about another person, you warrant that you have that person's permission to do so. We encourage you to inform them that you are disclosing that information to the School and why.
5. A student's enrolment may be delayed or prevented if you do not provide, or the School cannot collect, certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
6. The School may use online or 'cloud' service providers to store personal information so this personal information may reside on a cloud service provider's servers which may be situated outside Australia.
7. The School from time to time engages in fundraising activities and may use personal information received from you for these purposes. We will not disclose your personal information to third parties for their own marketing purposes without your consent. If you do not want the School to contact you for fundraising or direct marketing purposes, you can withdraw your consent at any time by returning the opt out form below, clicking on an unsubscribe link in a marketing communication or by contacting the Marketing and Communications Office (contact details below).

8. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on our website and on other digital platforms like Instagram, Facebook and Twitter. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in any or all of these forms of media. The School will obtain permission from each student's parent or guardian regarding such publications at the beginning of each school year. You can withdraw your consent at any time by returning the opt out form below, or by contacting the Marketing and Communications Office. After obtaining consent from parents or guardians the School may include the contact details of parents and students in a class list and / or School Directory.
9. Traffic on the School computer systems, networks and facilities will be monitored from time to time to ensure compliance with school policies governing appropriate use of the internet, email and social media.
10. Contact details for the School are as follows:

Pulteney Grammar School
190 South Terrace
Adelaide SA 5000
(08) 8216 5555
info@pulteney.sa.edu.au



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Fundraising Opt Out

If you do not wish to receive any further fundraising /direct marketing communications from the School, please tick the box below and return this form to the School at Pulteney Grammar School, 190 South Terrace, ADELAIDE SA 5000.

I,
(name)

Date:

Do not wish to receive fundraising/direct marketing communications from:

- Pulteney Grammar School Inc
- The Pulteney Foundation
- Parents and Friends of Pulteney Grammar School

PUBLICATION OF PHOTOS OPT OUT

If you do not wish your or your child's photograph to be used in fundraising, promotional, direct marketing or media communications from the School, please tick the box below and return this form to the School at Pulteney Grammar School, 190 South Terrace, ADELAIDE SA 5000.

I,
(name)

Date:

- Do not authorise the use of my photograph in any publication or communication from Pulteney Grammar School