



Presbyterian Ladies' College

M E L B O U R N E

PRIVACY COLLECTION NOTICE **Joan Montgomery Centre (JMC) Users**

Presbyterian Ladies' College (PLC or the College) collects personal information about participants in programs offered through the Joan Montgomery Centre (JMC), including Learn to Swim and Water Safety programs. This notice explains what we collect and how we use it.

What we collect

We collect personal, sensitive and health information, which may include:

- Names, dates of birth and contact details of participants and parents/guardians
- Emergency contact details
- Health and medical information relevant to safe participation in JMC activities
- Payment and financial information
- Photographs or images, where consent has been given

Why we collect it

The primary purposes for collection are to:

- Assess suitability for program participation and place participants in appropriate classes
- Discharge our duty of care and manage the safety of all participants
- Communicate with participants and their families about program matters
- Process payments and manage program administration
- Meet our legal obligations under the Occupational Health and Safety Act 2004 (Vic) and other applicable legislation

Children's online privacy

The College's website and digital platforms are operated consistently with the Privacy (Children's Online Privacy) Code 2026 (once in force). Student-facing digital platforms are configured with privacy-protective default settings. The College does not use student personal information collected online for commercial profiling or targeted advertising.

This collection is required or authorised by law, including:

- Privacy Act 1988 (Cth) and the Australian Privacy Principles
- Health Records Act 2001 (Vic)
- Occupational Health and Safety Act 2004 (Vic)

If you do not provide the information

If we are unable to collect information that is reasonably necessary for safe program delivery - particularly health information - we may be unable to enrol a participant or allow their continued participation in a program.

Who we may share it with

We may disclose personal information to:

- Aquatic Centre staff and program instructors
- Medical personnel or emergency services in the event of an incident
- Payment processing providers
- Anyone to whom we are required or authorised to disclose by law

Health information

Health information about participants is sensitive information and is subject to additional protections under both the Privacy Act 1988 (Cth) and the Health Records Act 2001 (Vic). It is collected and used solely for the purpose of ensuring safe participation and is accessible only to those staff with a legitimate operational need.

Communication

Contact details may be used from time to time to inform you of other programs or services offered by the College. You may opt out of marketing communications at any time by contacting the JMC or by using the unsubscribe link in any email communication.

Overseas disclosure

Some of our service providers may store or process personal information on servers located outside Australia, including in the United States, Singapore and the European Union and as such, may not be subject to equivalent privacy laws. We take reasonable steps to ensure these providers are bound by privacy obligations consistent with the Australian Privacy Principles. Further detail is in our Privacy Policy.

Your rights

You may request access to, or correction of, the personal information we hold about you by contacting our Privacy Officer. Where a request is refused, we will explain why and how you may complain. You may also lodge a complaint with the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au or, for health information, with the Health Complaints Commissioner (Victoria) at www.hcc.vic.gov.au.

Terms used in this Privacy Collection Notice have the meanings given to them in the glossary set out in our Privacy Policy.

For full detail on how we handle personal information - including storage, security, data breach response and overseas disclosure - refer to our Privacy Policy available at www.plc.vic.edu.au.

Privacy Officer — Presbyterian Ladies' College

Address: 141 Burwood Highway, Burwood VIC 3125

Email: privacy@plc.vic.edu.au

Tel: (03) 9808 5811

Privacy Policy: www.plc.vic.edu.au → Reports & Policies → Privacy Policy