



STANDARD COLLECTION NOTICE

Rationale

The School collects personal information, including sensitive information about students and parents or guardians and family members before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School, Catholic Education Offices and the Catholic Education Commission of Victoria Ltd (CECV) to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the School.

Aims

To enable the School, Catholic Education Offices and the Catholic Education Commission of Victoria to meet their administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the School

- To enable the School to satisfy its legal obligations and discharge its duty of care
- To engage in fundraising activities for the School and Parish
- To keep parents informed about matters relating to the Parish, its groups, activities and works

Implementation

1. Some of the information the School collects is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
2. 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.
3. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. The School may request medical reports about students from time to time and may otherwise collect sensitive information about students and their families.
4. The School may disclose personal and sensitive information for **administrative, educational and support purposes** (or may permit the information to be directly collected by third parties). This may include to:
 - School service providers including the Catholic Education Commission of Victoria (CECV), Catholic Education Offices, specialist visiting teachers, counsellors and sports coaches, parish, school governing bodies and other dioceses;
 - third party service providers that provide educational support services to schools and school systems such as the Integrated Catholic Online Network (ICON) system and Google Apps for Education including Gmail, Care Monkey;

- School systems, including the Integrated Catholic Online Network (ICON) and Google's 'G Suite' including Gmail. Limited personal information^ may be collected and processed or stored by these providers in connection with these services;
 - Applications, online tools or other services provided by a third party which the school uses to support or enhance the educational or pastoral care services for its students;
 - Another school to facilitate the transfer of a student;
 - Government departments;
 - Medical practitioners
 - Recipients of School publications, such as newsletters and magazines;
 - Student's parents or guardians;
 - The Parish to enable it to build community and support the works of the Parish;
 - Assessment and educational authorities, including the Victorian Curriculum, Assessment and Reporting Authority;
 - People providing administrative and financial services to the School;
 - Anyone you authorise the School to disclose information to; and
 - Anyone to whom we are required or authorised to disclose the information to by law.
5. Personal information collected from students is regularly disclosed to their parents or guardians.
6. The School may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia.
7. The School has made reasonable efforts to be satisfied about the protection of any personal information that may be collected, stored or processed outside Australia in connection with third party services, as not all countries are bound by laws which provide the same level of protection for personal information as the APPs.
8. When the School uses Google's G-Suite including Gmail, some personal information (usually limited to name and email address) of students, parents or guardians may be transferred, stored and processed by Google in the United States, or in any other country through which Google provides these services or where it processes and stores information. This personal information will be stored and processed by Google in accordance with the contract CECV has entered into with Google on behalf of the School, which requires Google to take appropriate steps to protect the personal information.
9. The countries in which the servers of cloud service providers and other third party service providers may be located are:

Americas	Asia	Europe
Berkeley County, South Carolina Council Bluffs, Iowa Douglas County, Georgia Quilicura, Chile Jackson County, Alabama Mayes County, Oklahoma Lenoir, North Carolina The Dalles, Oregon	Changhua County, Taiwan Singapore	Hamina, Finland St Ghislain, Belgium Dublin, Ireland Eemshaven, Netherlands

10. Where personal, including sensitive information is held by a cloud computing service provider on behalf of CECV for educational and administrative purposes, it will be stored on servers located within Australia. This includes the ICON system.

11. School personnel, the CECV and its service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the ICON system and ensuring its proper use.
12. The School may disclose personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
13. The School's Privacy Policy is accessible via the school website, newsletter, handbook, or from the School office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information, which the School 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, or may result in a breach of the School's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
14. The School's Privacy Policy also sets out how parents, guardians, students and their family can make a complaint about a breach of the APPs and how the complaint will be handled.
15. The School 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 School'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.
16. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on our intranet [and on our website]. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The School will obtain permissions from the student's parent or guardian (and from the student if appropriate) prior to publication to enable the school 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. The school may obtain permissions annually, or as part of the enrolment process. Permissions obtained at enrolment may apply for the duration of the student's enrolment at the school unless the school is notified otherwise. Annually, the school will remind parents and guardians to notify the school if they wish to vary the permissions previously provided. We may include student's and parents' or guardians' contact details in a class list and School directory.
17. If you provide the School with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the School and why, that they can request access to and correction of that information if they wish and to also refer them to the School's Privacy Policy for further details about such requests and how the School otherwise handles personal information it collects and complaints it receives.

Evaluation

This policy will be reviewed as part of the schools cyclical review process.

Policy ratified by School Leadership Team and CEM: 28/02/17

Next review date: 28/02/17

Person responsible: Principal and Learning and Teaching Leader