



## 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 and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable the College and the 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 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, Public Health and Child Protection laws.
- 4 Health information about students (which includes information about any disability as defined by the *Disability Discrimination Act 1992* is sensitive information within the terms of the Australian Privacy Principles under the *Privacy Act 1988 (Cwth)*. The College may require medical reports about students from time to time and may otherwise collect sensitive information about students and their families.
- 5 If any personal information requested by the College is not provide, this may affect the College's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the College.
- 6 The College from time to time discloses personal and sensitive information to others for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:
  - Schools service providers such as the CECV, Catholic Education Office, the Catholic Education Commission, the College's local diocese and the parish;
  - Third party service providers that provide online educational and assessment support services or applications (apps eg CareMonkey), which may include email and instant messaging;
  - 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;
  - CECV and Catholic Education Offices to discharge its responsibilities under the *Australian Education Regulation 2013 (Regulation)* and the *Australian Education Act 2013 (Cth)* (AE Act) relating to students with a disability, including ongoing evaluation of funding adequacy for individual students;
  - CECV to support the training of selected staff in the use of College systems, such as ICON;
  - Another school to facilitate the transfer of a student;
  - Federal and State Government departments and agencies acting on behalf of the government eg for audit purposes;
  - Health service providers, and 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;
  - People providing administrative and financial services to the College;
  - Anyone you authorise the College to disclose the information to; and
  - Anyone to whom the College is required or authorised to disclose the information to by law, including under child protection laws.
- 7 The College is required by the Federal *Australian Education Regulation (2013)* and *Australian Education Act 2013 (Cth)* (AE Act) to collect and disclose certain information under the *Nationally Consistent Collection of Data (NCCD)* on students with a disability. The College provides the required information at an individual student level to the Catholic Education Offices and the CECV, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.
- 8 Personal information collected from students is regularly disclosed to their parents or guardians.



## CATHOLIC LADIES' COLLEGE

A YEAR 7 TO 12 GIRLS' SECONDARY COLLEGE

- 9 The College 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.
- 10 The College 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 any cloud and third party services, as not all countries are bound by laws which provide the same level of protection for personal information as the APPs.
- 11 When the College uses Google's G-Suite including Gmail, some personal information (usually limited to name and email address) about 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 Google's terms and conditions stated in the G-Suite for Education Agreement which the College (CECV) entered into with Google.
- 12 The College's Privacy Policy contains further information about its use of cloud and other third party service providers and any of their overseas locations
- 13 Where personal information, including sensitive information, is held by a cloud computing service provider on behalf of CECV for educational and administrative purposes, it may be stored on servers located within our outside Australia.
- 14 College personnel and the College's service providers, and the CECV and its service providers, may have the ability to access, monitor, use or disclose emails, communications (eg instant messaging), documents and associated administrative data for the purposes of administering the ICON system and ensuring its proper use.
- 15 The College may disclose personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
- 16 The College's Privacy Policy is accessible via the CLC website and sets out how parents or students may seek access to, and correction of, their personal information collected about them. 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 College'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.
- 17 The College' Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
- 18 As you may know the College from time to time engages 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.
- 19 On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The College will obtain permissions from the students' parent or guardian (and the student if appropriate) prior to publication if we would like to include photographs or other identifying material in promotional material for the College or otherwise make it available to the public such as on the internet. We will obtain permission annually, or as part of the enrolment process. Permissions obtained at enrolment may apply for the duration of the student's enrolment at the College unless the College is notified otherwise. Annually, the College will remind parents to notify the school if they wish to vary the permissions previously provided. We may include students' and students' parents' contact details in a class list and College directory.
- 20 If you provide the College with the personal information of others, such as other family members, doctors or emergency contact, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose this information to third parties. You can refer to them to the College's Privacy Policy for further details about such requests and how the College otherwise handles personal information it collects and complaints it receives.