



CATHOLIC LADIES' COLLEGE

A YEAR 7 TO 12 CATHOLIC GIRLS' COLLEGE

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 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 is sensitive information within the terms of the Australian Privacy Principles under the *Privacy Act 1988 (Cwth)*. We may ask you to provide medical reports about students from time to time.
- 5 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), which may include email and instant messaging;
 - school systems, including the Integrated Catholic Online Network (ICON) and Google's G Suite including Gmail.
 - Another school to facilitate the transfer of a student;
 - Government departments;
 - medical practitioners 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.
- 6 Personal information collected from students is regularly disclosed to their parents or guardians.
- 7 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.
- 8 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 third party services, as not all countries are bound by laws which provide the same level of protection for personal information as the APPs.
- 9 The College also uses 'Google Apps for Education' (GAFE) including Gmail. Through the use of these services, personal information of students, parents or guardians may be transferred, stored and processed by Google in the United States, or any other country Google uses to provide these services. 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 College, which requires Google to take appropriate steps to protect the personal information..
- 10 Where personal information is held by GAFE, it will be limited and may include Name, Email Address, Student Date of Birth. Personal information held by GAFE will be stored in accordance with the APPs.
- 11 The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia. The College has made reasonable efforts to be satisfied about the security of any personal information stored outside Australia as not all countries are bound by laws which provide the same level of protection for personal



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information provided by the APPs. Where personal and sensitive information is retained by the CECV by a cloud service provider for educational and administrative purposes, it will be stored on servers located within Australia. This includes the Integrated Catholic Online Network (ICON) system.

- 12 The College may disclose personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
- 13 The College's Privacy Policy is accessible via the CLC website and sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.
- 14 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.
- 15 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.
- 16 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. Photographs and videos of student activities such as sporting events, school camps and school excursions may be taken for publication in College newsletters and magazines and on our intranet. The College will obtain separate permissions from the students' parent or guardian 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 may include students' and students' parents' contact details in a class list and College directory. The College may obtain permissions annually, or as part of the enrolment process.
- 13 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.
- 14 The College occasionally uses contractors to assist the school in its functions and discloses relevant personal information to these contractors to enable them to meet their obligations.