



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, through technology systems, 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 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 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 provided, 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 may disclose 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:
 - school service providers such as the CECV, Catholic Education Office, school governing bodies and other dioceses;
 - third party service providers that provide online educational and assessment support services or applications, 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.



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- 9 If you make an enrolment application to another School, personal information including health information provided during the application stage may be collected from, or shared with, the other school.
- 10 The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the College's use of an online or 'cloud' service provider is contained in the College's Privacy Policy.
- 11 The College's Privacy Policy, accessible on the CLC website, sets out how parents or students may seek access to and correction of their personal information which the College 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, where access may result in a breach of the College's duty of care to the student, where students have provided information in confidence or where the College is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).

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.

- 12 The College makes 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.
- 13 Where personal, including sensitive information is held by a cloud computing service provider on behalf of the CECV for educational and administrative purposes, it may be stored on servers located within or outside Australia.
- 14 School 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 parents, guardians, students and their family can make a complaint if they believe there has been a breach of the APPs and how the complaint will be handled.
- 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, social media, intranet 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.



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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 you are disclosing that information to the College and why, that they can request access to and correction of that information if they wish to also refer 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.