Annexure 2

Catholic Ladies' College Ltd

Collection Notice – Students and Parents

Purpose

This Collection Notice explains how Catholic Ladies' College (the College) handles the Personal information (including Sensitive information) of Students and Parents / guardians / carers (Parents).

The primary purpose of collecting Personal information is to enable the College to provide schooling and education to students enrolled at the College, to exercise its duty of care to students and to perform necessary administrative tasks which will enable the students to take part in all College activities.

What we collect and why

1. The College requires Personal information to fully and properly administer enrolment at the College and to provide education and educational support services in accordance with College policies, procedures and processes.
2. The College also collects information for a related purpose such as to:
   - Facilitate access to learning and other support services
   - Provide co-curricular activities, programs and events
   - Provide information about the College or related activities, events, or services that may be of interest
   - Facilitate religious and sacramental programs offered by parishes
   - Provide alumni relations following Student graduation.
3. The College also has legal obligations which require it to collect and disclose certain information. These include relevant privacy, education, public health, immigration and child protection laws as well as the College's duty of care to students.
4. A student's enrolment may be delayed or prevented if the College cannot collect certain Personal information. This is particularly in relation to the health and safety of the student, other students and / or staff.
5. If you provide the College with Personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why.
6. The College will always try and collect information directly from the individual (or Parents in the case of students). Where individuals provide information through a third party, the College will seek your authorisation for the collection where it is reasonable and practicable to do so.
7. The College will collect information about students such as name and contact details, date of birth, gender, language background, previous education history, religion, welfare information, medical and health information (including details of any disabilities, allergies, assistance the student requires) and medical reports; cognitive assessments, conduct and complaint reports and other behaviour notes, College reports; information about referrals to government agencies, information obtained during counselling sessions, court orders, photographs and videos from College activities and events and closed circuit television (CCTV) footage, internet browsing history (using College email address).

8. The College will collect information from Parents such as names, contact details, education level, occupation, language background, medical health fund details, Medicare number, court orders, Working with Children Clearances (for volunteers), CCTV footage from cameras used in College premises.

9. In some circumstances the College may be provided with personal or health information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

10. The College may collect information from another school including a Victorian Student Number (VSN), academic records and/or achievement levels, and information that may be relevant to assisting a school in meeting the needs of a student including any adjustments for learning.

How the College uses Personal information

11. The College will only use your Personal information as described in this notice and in accordance with the CLC Privacy Policy

12. Some of the ways that the College uses or discloses your Personal information include (but are not limited to):
    - for administrative, educational and student support purposes
    - to facilitate the transfer of a student to another school or college
    - to provide access to IT systems and applications as part of enrolment
    - to enable College office staff to:
        - discharge responsibilities under the *Australian Education Regulations 2013* and the *Australian Education Act 2013* (Cth) relating to visa sub-classes, students with a disability, including audit processes and Nationally Consistent Collection of Data (NCCD) quality assurance processes.
        - support the College to undertake assessments of students for educational programs or external health service providers such as counsellors, psychologists, nursing services, dental vans. Specific consent is obtained to collect and disclose health information and sensitive information as part of a service request. This may include release of relevant medical or allied health reports, educational planning and evaluation documents such as personalised learning or behaviour/ medical management plans
    - to external authorised agencies, organisation and government departments for reporting, compliance, audit purposes, or data collections. For example:
        - census processes and census audits, e.g., NAPLAN, Australian Early Development Census
        - Nationally Consistent Collection of Data (NCCD) quality assurance processes, participation in the Australian Early Development Census (AEDC) and government audits
        - the Victorian Curriculum and Assessment Authority (VCAA) and the Australian Curriculum, Assessment and Reporting Authority (ACARA) NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN)
        - authorised agencies and organisations to enable the College to discharge its responsibilities under child safety legislation, including Commission for Children and Young People (CCYP), Victorian Institute of Teaching (VIT) and Victoria Police.
        - to VCAA to provide or verify a student's Victorian Student Number (VSN) and related information. The College is also empowered to access, use, or disclose the VSN and related information under information sharing laws. (see associated legislation and schemes below)
    - To third-party service providers that provide services including training and support services, online educational and assessment support services, electronic document and records management systems, line of business systems, hosting services, and software-as-a-service applications – for example, Microsoft Suite, and the Victorian Curriculum and Assessment Authority (VCAA)
    - People and organisations providing instructional services such as sports coaches, educational programs and activities, external training services, guest speakers, volunteers, counsellors and providers of learning and teaching consultancy support and student assessment services
    - People or organisations providing administrative and financial services to the College
    - Any individual authorised by Parents to whom the College can disclose information
    - Parents of Students
    - Anyone to whom the College is required or authorised to disclose the information by law, including under the Child Information Sharing Scheme (CISS) and the Family Violence Information Sharing Scheme (FVISS), child protection and mandatory reporting laws
    - The Victorian Catholic Education Authority (VCEA), other school governing bodies and other dioceses for

the purpose of providing funding, educational, health, safety and wellbeing for students

- Mary Aikenhead Education Ltd, if required for legal proceedings (informal/formal) and the National Redress Scheme.

13. The College regularly discloses Personal information collected from students to their Parents. This may include student use of technology systems and applications.
14. The College may include students' and Parents' names and contact details in College directories or class lists (or similar).

Fundraising

15. The College may disclose limited Personal information to parishes to facilitate religious and sacramental programs, and other activities such as fundraising.
16. The College may engage in fundraising activities and may use information received from Parents to make an appeal to them. The College may disclose this information to organisations that assist in fundraising activities solely for that purpose. The College will not disclose Personal information to third parties for marketing purposes without your consent.

Photography and recording permission

17. The College will obtain permission from the student's Parents, and from the student if appropriate, as part of the enrolment process and annually, to enable the College to include photographs or recordings, or other identifying material, in promotional material or otherwise make this material available to the public.
18. On occasion, the College may publish information such as academic and sporting achievements, student activities and similar news on the College intranet or through applications only accessible to Staff, Parents and Students. This may include photographs and videos of student activities such as sporting events, camps, excursions and international study tours.

    The following table provides information about the requirements for specific permission for collection and / or use of photography and recordings.

Table 1: Permissions for photography and recordings

Type of Personal information	Intended use	Consent required
• Photo / recording related to academic and sporting achievements, student activities and similar news	• College newsletter, Year Book, Learning Management System (LMS), closed educational app used by parents	• No consent required if only accessible by Staff, Parents and students and this Collection Notice has been provided
• Photo / recordings for College concerts / plays	• Distribute to Parents, including sale of photos/recordings	• No consent required if only accessible by Staff, Parents and students and this Collection Notice has been provided
• Photo / recording	• Related to the purpose for which the photo / recording was collected / taken by the College • Reasonably expected by the student or other individual in the photo/recording	• No consent required if only accessible by Staff, Parents and students and this Collection Notice has been provided
• Photo / recording where the student is not identified or not reasonably identifiable	• External use including College website, public social media, television	• General consent – Photo and Recording Permission Form

• Photo/recording where the student is identified or reasonably identifiable	• External use including College website, public social media, television and for sharing with third parties, e.g. announcement of student achievement; research conducted by the College or third party	• Specific time-bound consent required

19. Unless Parents provide other notification to the College, general consent for photo / recording permission obtained at enrolment may apply for the duration of the student's enrolment. At least annually, the Principal will remind Parents to notify the Principal if they wish to vary the permission previously provided and explain how to do this.

Research purposes

20. Research conducted by external researchers or the College requires consent from Parents and/or students. The College must obtain specific consent if the proposed research involves photographing or filming students and / or Parents.

Your information and third parties

21. The College may use online or cloud service providers to store Personal information and to provide services that involve the use of Personal information, such as email, instant messaging and education and assessment applications. Some Personal information may be provided to these service providers to enable them to authenticate users that access their services and for technical support such as your name or username, email, student ID. This Personal information may be situated outside Australia, but it is still managed and controlled by the College. For more information, refer to the CLC Privacy Policy.

Access and correction of Personal information

22. Parents and Students have a right to request access to and/or correct any Personal information that the College holds about them. Students will generally be able to access and update their Personal information through their Parents, but older students may seek access and correction themselves. There are some exceptions to these rights set out in the applicable legislation.

23. To make a request to access, update or correct any Personal information that the College holds about you or your child, please contact the College Privacy Officer (Business Manager) by email, post or telephone. Refer to the College website for contact details. The College may require you to verify your identity and specify which information you require. The College may charge a reasonable fee for giving access to your Personal information. There is no charge for making a request or correcting your Personal information. The College will advise of the likely cost in advance if the information sought is extensive.

24. If we refuse your request, the College will provide a written notice explaining the reasons for the refusal (unless, given the grounds for refusal, it would be unreasonable to provide reasons) and how to complain.

25. Parents may be able to log into the College portal and correct and update some of their or their child's Personal information at any time.

Consent and rights of access to the Personal information of individuals

26. The College respects every Parent's right to make decisions concerning their child's education. Generally, the College will refer any requests for consent and notices to relation to Personal information of a student to the student's Parents. Generally, the College will treat consent given by Parents as consent given on behalf of the student and notice to Parents will function as the notice given to students.

27. Individuals may seek access to Personal information held by the College about them or their child by contacting the College Privacy Officer. There may be occasions, however, when the College refuses access. For example, where the release of the information would have an unreasonable effect on the privacy of others; where the release of the information may result in a breach of the College's duty of care to the student.

28. In certain circumstances, students may provide independent consent if assessed by the Principal as a "Mature Minor." Refer to the CLC Privacy Policy for details.

Retention and Disposal of Personal Information

29. The Australian Privacy Principles (APP) provide that Personal information should be de-identified or destroyed when it is no longer needed. Information will be disposed of in accordance with College policy and procedures for information and records management.

More information

For more information on how the College manages Personal information, your rights and how to contact us, refer to the CLC Privacy Policy, available at https://clc.vic.edu.au/our-school/policies/

Review Schedule

This Collection Notice is updated from time to time in accordance with the CLC Privacy Policy

Version	Date Ratified	Ratified by
Version 1	2025	Board