Catholic Ladies' College

Privacy Policy

clc.vic.edu.au

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Under the Stewardship of
Mary Aikenhead Ministries

MARY AIKENHEAD MINISTRIES

LOVE HOPE COMPASSION JUSTICE

Catholic Ladies' College Ltd
(ACN 058 164 891) (ABN 44 058 164 891)

Privacy Policy

Catholic Ladies' College (the College) is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We seek to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead, the spirituality of the Sisters of Charity, the mission and vision of Mary Aikenhead Ministries and their values of justice, love, compassion and hope.

In responding to this call, the College is a Christ–centred community established to educate, in partnership with parents, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society.

Rationale

This Privacy Policy sets out how the College manages personal and sensitive information (including health information) and the rights of Parents and Students, job applicants, volunteers, contractors and other individuals in relation to personal information held about them.

Catholic Ladies' College is bound by the *Australian Privacy Principles* contained in the *Commonwealth Privacy Act 1988*. In relation to health records, Catholic Ladies' College is also bound by the *Health Records Act 2001 (Vic)* and the Information Privacy Principles in that Act. If required by contractual obligations, the College is bound by the *Privacy and Data Protection Act 2014 (Vic)*

The College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to College operations and practices and to make sure it remains appropriate to the changing school environment.

Purpose

The purpose of this policy is to outline how the College manages personal and sensitive information (including health information) and the rights of Staff, Parents and Students, job applicants, volunteers, contractors and other individuals in relation to personal information held about them.

Scope

This policy applies to all personal and sensitive information (including health information) handled by the College.

Principles

The following principles apply to the handling of personal information by the College:

- personal information is managed in an open and transparent way
- only personal and / or sensitive information that is reasonably necessary for College functions or activities is collected
- fair and lawful means are used to collect personal information
- consent to collect sensitive information is obtained unless specified exemptions apply
- reasonable steps are taken to protect the personal information the College holds from misuse, interference and loss and from unauthorised access, modification or disclosure
- personal information is only used or disclosed for the primary purpose of collection unless an exception applies.

Policy

1. Why and how the College collects personal information

1.1. The College will only collect personal, sensitive (including health) information, if the information is reasonably necessary for one or more of its functions or activities.

1.2. The types of personal information collected depends on the relationship held and engagement with the College. The College collects personal information by lawful and fair means. The College collects information about:

- students
- parents, guardians, carers (**Parents**)
- job applicants and employees
- volunteers
- donors and members
- contracted service providers and suppliers
- visits to the College website
- members of the public who interact with the College.

1.3 The College collects personal information in writing, through technology systems or in conversations, directly from the individual or from another source where reasonably required such as Parents, contracted service providers or referrers. In some circumstances, the College collects personal information from other sources, for example:

- from another entity related to the College
- a third party, such as a contracted service provider providing services to the College
- information provided to a third party by an individual for the purpose of sharing it with the College
- information sharing entities authorised by law
- CCTV systems which used in the College premises to provide safe environments for staff, students and visitors.

1.4 Where individuals do not provide information requested to the College it may affect their ability to access the College services and systems. For example, the College may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity. The College will inform you when this may affect your engagement with the College.

1.5. The College may receive information about you even where it has taken no active steps to collect information. If permitted or required by law, the College may keep records of this information. If not, the College will destroy or de-identify the information where practicable, lawful and reasonable to do so.

2. What kinds of personal information does the College collect?

2.1 The information the College collects depends on how individuals interact with the College, the purpose of that interaction and the nature of the relationship with the College. The College also uses specific Collection Notices in connection with the type of engagement, available in Annexures 1, 2 & 3.

2.1.1 Students and Parents/Carers

Types of personal information collected before, during and after the course of a student's enrolment at the College include but are not limited to:

- name, contact details (including next of kin), date of birth, gender, language background, previous school and religion
- Parents' education, occupation, language spoken at home, nationality and country of birth
- health information (e.g. details of medical condition, disability and/or allergies, dietary requirements, absence notes, immunization details, medical and allied health reports, names of health professionals)
- Victorian Student Number (VSN)

- results of assessment tasks and other classroom activities
- conduct and complaint records, or other behavior notes, school attendance and school reports
- information about referrals to government welfare agencies
- counselling reports
- any Family Court orders
- criminal records
- volunteering information (including Working with Children Clearance)
- photos and videos at College activities, events and through closed circuit television (CCTV) if in use at the College.

2.1.2 Employees, job applicants, volunteers and contractors, including but not limited to:

- name, contact details (including next of kin), date of birth and religion
- information on job application
- qualifications, registrations and professional learning history
- National Police Record Check and Working With Children Clearance
- information provided by a former employer or a referee
- salary and payment information, including banking and superannuation details
- health information (e.g. details of disability and/or allergies and medical certificates)
- complaint records and investigation reports
- leave details
- photos and videos at College events
- workplace surveillance information, including CCTV footage
- work email and private email (when using work email address) and internet browsing history.

2.13 Suppliers, donors, visitors and other people who come into contact with the College, including but not limited to:

- name and contact details
- work email and private email (when using work email address) and internet browsing history.

3. How will the College treat sensitive information?

Sensitive information

3.1 The College will only collect Sensitive information (including health information) if it is reasonably necessary for its functions or activities, a permitted general or health situation exists, or where the College has consent from the individual or their Parent (in the case of students).

3.2 Sensitive information will only be used and disclosed for the purpose for which it was collected, a directly related secondary purpose in limited circumstances, with your consent, or as required or authorised by law.

4. How the College uses and discloses information

4.1 The College only uses or discloses Personal, including Sensitive information, under the following circumstances:

- for the purpose for which it was collected
- for a purpose which you might reasonably expect that is related to the primary purpose (except for sensitive or health information)
- where the individual has consented to the use or disclosure
- if the College is permitted or required by law to do so.

The College may use Personal information, including Sensitive information, in the following ways, but not limited to:

- admission and enrolment
- providing schooling and school activities
- satisfying the needs of Parents, the needs of Students and the needs of the College during the whole period of a Student's enrolment in the College
- making the required reports to government authorities
- keeping Parents informed about matters related to their child's schooling, through correspondence, apps, newsletters and magazines
- day-to-day administration, operations, and quality assurance
- looking after Students' educational, social, spiritual and health wellbeing
- satisfying legal obligations
- allowing schools to discharge duty of care and child safety obligations.

4.2.1 Students and Parents

- admission and enrolment
- providing schooling and school activities
- satisfying the needs of Parents, the needs of Students and the needs of the school during the whole period a Student's enrolment in the school
- making the required reports to government authorities
- keeping Parents informed about matters related to their child's schooling, through correspondence, apps, newsletters and magazines
- day to day administration, operations, and quality assurance
- looking after Students' educational, social, spiritual and health wellbeing
- satisfying legal obligations
- allowing school to discharge duty of care and child safety obligations.

4.2.2 Employees

- administering the individual's employment or contract including:
  -corresponding with employees
  -professional learning and development processes
  -salary and payment information, including superannuation details
  -medical details (e.g. details of disability, and / or allergies, medical certificates)
  -complaint records and investigations
- administrative matters including for insurance purposes
- looking after Staff occupational, social, spiritual and health wellbeing
- to respond in the event of an emergency
- for evaluation and improvement of the work environment
- satisfying the College's legal obligations, for example, in relation to child protection legislation.

4.2.3 Volunteers

- to contact individuals and to administer the volunteer position
- administrative matters including for insurance purposes
- satisfying College legal obligations, for example in relation to child protection legislation.

4.2.4 Job applicants, contractors and others

- assessing and if successful, engaging an applicant or contractor
- information provided by a former employer or a referee
- making an offer of employment or engagement
- administering an individual's contract

- administrative matters including for insurance purposes
- fulfilling a contract obligation
- corresponding with individuals to administer their relationship with the College
- satisfying the College's legal obligations, for example, in relation to child protection legislation.

5. Third parties

5.1 The College may share Personal information, including Sensitive information, with third parties where it is necessary and appropriate for the purposes set out above including but not limited to:

- other schools and teachers at those schools, including a new school to which a student transfers to facilitate the transfer of the student, and schools within the same diocese where concurrent applications for enrolment are made to those schools
- government departments (including for policy and funding purposes)
- the Victorian Catholic Education Authority (VCEA), the archdiocese and parishes, other church related agencies / entities and schools within other dioceses, or other dioceses
- local parish/es associated with the College
- medical and health practitioners
- people providing educational support and health services to the College, including specialist visiting teachers, health professionals, sports coaches, volunteers and counsellors
- fundraising organisations, venues and event organisers, marketing and communication agencies
- specialist advisory services including in human resources, child protection and students with additional needs) and providers of learning and assessment
- authorised agencies and organisations to whom the College is required to disclose personal information for administrative, educational and research purposes including

  -the Australian Curriculum, Assessment and Reporting Authority (ACARA),

  -NAPLAN Test Administration Authorities

  -Victorian Curriculum and Assessment Authority (VCAA)

  -Nationally Consistent Collection of Data (NCCD) for quality assurance processes

  -participation in the Australian Early Development Census (AEDC) and government audits
- regulatory, investigative and law enforcement or government bodies such as 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
- people and organisations providing administrative, technology, professional, and financial services to the College
- other providers of specific information management and storage systems and other information technology services
- recipients of College specific publications, such as newsletters and magazines
- financial institutions for payment processing
- referees whose details job applicants provide to the College
- Students' Parents
- anyone you authorise the College to disclose information to
- anyone to whom the College is required or authorised by law to disclose the information, including child protection laws.

6. Associated legislation and schemes

6.1 The College is an information sharing entity (ISE) in accordance with the Child Wellbeing and Safety (Information Sharing) Amendment Regulations 2020 (Vic.). This legislation broadens the circumstances in which the College may share information to support the wellbeing and safety of children and students.

6.2 The College maintains appropriate confidentiality is it provides information under legislated information sharing schemes being Child Information Sharing Scheme (CISS) or Family Violence Information Sharing Scheme

(FVISS)) or under the Terrorism (Community Protection) Act 2003 (Vic.)

6.3 Under the Notifiable Data Breaches (NDB) Scheme, the College must inform the Office of the Australian Information Commissioner (OAIC) and affected individuals of any data breach likely to result in serious harm to individuals whose personal information contained in the breach.

7. How the College Stores Personal and Sensitive information you provide

7.1 The College may store Personal information in hard copy or electronically. The College will store Personal information until no longer required, including where the law requires to retain Personal information.

8. Security of Personal and Sensitive Information

8.1 The College has reasonable steps in place to ensure the protection of Personal and Sensitive information that it holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and access controls to electronic data.

8.2 These steps include:

- restricting access to information on College systems and local databases to a 'need to know' basis with access levels allocated to staff based on their roles and responsibilities
- ensuring all Staff are aware that they are not to reveal or share personal passwords
- ensuring storage of hard copy files containing personal and health information in lockable cabinets in lockable rooms. The College restricts access to these files on a need to know basis
- implementing physical security measures around College premises to prevent breakins
- implementing ICT security systems, policies and procedures designed to protect information storage on computer networks
- implementing human resource policies and procedures including a code of conduct, and policies for email and internet usage, information and records management designed to ensure that staff follow correct protocols when managing personal information
- undertaking due diligence with respect to third party providers, including cloud service providers, who may have access to personal information to ensure as far as practicable that they are compliant with the Australian Privacy Principles (APPs) or a similar privacy regime.

9. Sending and storing information overseas

9.1 The College may disclose Personal information about an individual to overseas recipients in certain circumstances where it is necessary to perform its functions and activities. For example, to facilitate a school student tour or similar, or in connection with any third-party cloud service provider. The College may provide some limited Personal information to these service providers to enable them to authenticate users that access their services and provide technical support (e.g., services relating to email, instant messaging and education and assessment applications).

9.2 The College may store Personal and Sensitive information in the cloud. This means information may reside on a cloud service provider's server which may be situated outside Australia. Examples include Google, which provides GAFE including Gmail, and stores and processes limited personal information for that purpose.

9.3 The College makes reasonable efforts to be satisfied about the security of any Personal information collected, processed and stored outside Australia, in connection with any cloud and third-party services. The College will take reasonable steps to ensure cloud service providers are hosted in Australia or otherwise in countries with substantially similar protections as the APPs.

9.4 For further information about locations where the College stores personal information using cloud service provides, please contact the Principal.

10. Access to and Correction of Personal and Sensitive Information

10.1. Under the Privacy Act and the Health Records Act, an individual has the right to seek access to and or correction of any Personal information which the College holds about them. There are some exceptions to

access and correction rights which are set out in the applicable Act. For general inquiries about access and correction refer to the contact details below.

10.2. To make a request to access, update or correct any Personal information that the College holds about you or your child, please contact the principal by email, post or telephone in the first instance. Refer to the College website for contact details or refer to the Student Collection Notice.

10.3. Individuals may seek access to Personal information held by the College by contacting the College Privacy Officer (Business Manager). There may be occasions, however, when the Privacy Officer may refuse this access request. 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, or in the case of employees, access to the employee record.

10.4. The College may require verification of your identity and for you to specify which information you require. The College may charge a reasonable fee for giving you access to personal information, but there is no charge for making a request or to correct Personal information. If the information sought is extensive, the College will advise the likely cost in advance.

10.5. If the College refuses a request, it 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.

10.6. Specific Collection Notices also set out how an individual may access or correct their Personal information, refer Annexures 1,2 & 3.

11. Mature minors

11.1 In certain circumstances, the Principal may assess a student as a "Mature Minor" in relation to their capacity to make decisions about consent, access or correction.

11.2 When requested by a student, the Principal may, at their discretion, grant a student access to information held by the College about them or allow a student to give or withhold consent to the use of their personal information, independently of their Parents. This would normally only occur when the maturity of the student and /or the student's personal circumstances warrant it.

12. Retention and Disposal of Personal & Sensitive Information

12.1 The APPs provide that Personal information should be de-identified or destroyed when it is no longer needed. Personal and Sensitive information will be disposed of in accordance with College policy and procedures for information and records management.

Enquiries and complaints

For further information about how the College manages the personal information it holds or to complain that the College has breached the policy or the APPs, please contact the College Privacy Officer, ph 03 9439 4077

The College will investigate any complaint and will notify the individual of the making of a decision in relation to the complaint as soon as is practicable after it has been made.

If you are not satisfied with the College's decision you may make a complaint to the Office of the Australian Information Commissioner (OAIC) whose contact details are:

GPO Box 5218, Sydney NSW 2011
T: 1300 363 992
www.oaic.gov.au

Annexure 1: Standard Collection Notice – Job Applicants
Annexure 2: Standard Collection Notice – Students and Parents
Annexure 3: Standard Collection Notice – Alumni Community

Related policies, documents and legislation:

CLC Complaints Handling Policy
CLC Whistleblower Policy
CLC Notifiable Data Breach Response Procedures

Child Information Sharing Scheme (CISS) https://www.vic.gov.au/child-information-sharing-scheme

Family Violence Information Sharing Scheme https://www.vic.gov.au/family-violence-information-sharing-scheme

Australian Education Act 2013 (Cth)
Australian Education Regulations 2013 (Cth)
Charter of Human Rights and Responsibilities Act 2006
Child Wellbeing and Safety Act 2005 (Vic.)
Child Wellbeing and Safety (Information Sharing) Amendment Regulations 2020 (Vic.) Education and Training Reform Act 2006 (Cth)
Health Records Act 2004 (Vic)
Privacy Act 1988 (Cth)
Privacy Amendment (Notifiable Data Breaches) Act 2017(Cth)
Privacy and Data Protection Act 2014 (Vic).
Surveillance Devices Act 2004 (Cth)
Terrorism (Community Protection) Act 2003 (Vic.)
Ministerial Order 1359 – Child Safe Standards – Managing the risk of child abuse

Definitions

Health information is a subset of sensitive information. It is information or opinion about the health (including illness, disability or injury) of an individual, an individual's expressed wishes about the future provision of health services to the individual or a health service provided, or to be provided, to an individual. Health information also includes personal information collected during the provision of a health service. Health information is regulated in Victoria under the Health Records Act 2001 (Vic).

Mature minor is an individual in a school who is assessed by the principal of that school to be a mature minor in all or some circumstances.

Staff refers to all people who carry out work in any capacity for the College, and includes College board directors, board committee members, employees, volunteers, consultants and contractors, as the context requires.\

Parent A person who has parental responsibility for a child. This may include a biological parent or another person who has been granted parental responsibility by a court order.

Personal information is information or an opinion about an identified individual or an individual who is reasonably identifiable. It does not matter whether the information or opinion is true or not. It does not matter whether the information or opinion is recorded or documented, or not.

Sensitive information is a type of personal information that is given extra protection and must be treated with additional care. It includes information or opinion about an individual's racial or ethnic origin, political opinions, religious beliefs or affiliations, philosophical beliefs, sexual orientation or practices, criminal record, membership of a political association, professional or trade association, or trade union. It also includes health information and biometric information

Student means a person who is enrolled at or attends the College

Victorian Student Number (VSN) is a randomly generated 9-digit number assigned to all Victorian students as a unique identifier. Every student under 25 years of age is given a VSN when they first enrol at a Victorian education or training provider. The VSN allows education and training providers to record and monitor the enrolment of students in Victorian and to track student progress through their school age years and beyond, should they continue into vocational education and training (VET). The register of VSN is managed by the Victorian Curriculum and Assessment Authority (VCAA).

Review Schedule

Stage	Date	Ratified	Ratified by
Initiated	February 2002	2002	
Review 1	March 2014	2014	Executive
Review 2	Nov 2017	2017	Executive
Review 3	February 2018	2018	Executive
Review 4	April 2019	2019	Executive
Review 5	March 2021	2021	Executive
Review	October 2025	October 2025	Board

Annexure 1

Catholic Ladies' College Ltd

Collection Notice - Job Applicants

Purpose

This Collection Notice sets out how Catholic Ladies' College (the College, CLC) manages your Personal information when applying for employment at the College.

Collection Notice

1. The College collects your Personal information to assess your application and suitability for employment. If we cannot collect some of your Personal information, we may be limited in our ability to assess your application. By submitting your Personal information, you consent to the use and disclosure of your Personal information for the purpose of being considered for employment at the College. Applicants can withdraw their applications at any time during the recruitment process.

2. The information we may collect includes but is not limited to:
   - your name, address and contact details such as email address and telephone number
   - details of your qualification(s), employment history, experiences
   - your current remuneration expectation including benefit entitlements
   - health or medical information, e.g. whether you have a disability for which we need to make any necessary adjustments during the recruitment process and employment
   - work entitlement in Australia including any visa you hold
   - information on any clearances required, such as, Victorian Institute of Teaching (VIT) registration, a Working with Children Clearance (WWCC) or National Police Record Check (NPRC).

3. If you provide us with the Personal information of others, e.g. that of referees, we encourage you to inform them that you are disclosing their Personal information to the College and why.

4. Information collected about you will be used by or disclosed to those involved in recruitment, hiring and background screening activities including any contracted services providers which the College engages to facilitate and manage the recruitment process.

5. Your information will be managed securely, used and disclosed for the purposes described in this statement or otherwise required by law. The College is required to conduct a criminal record check to collect information regarding whether you are, or have been, the subject of certain criminal offences under child protection laws. College staff will have access to this information for screening activities as part of the recruitment process.

6. If you are successful and secure employment at the College, your information will be transferred to the human resources team and managed in accordance with College policies and procedures.

Retention and disposal of Personal information

7. Your information will be held by the College for as long as required to complete the application and recruitment process. If your application is unsuccessful, the College may keep your information on file for 12 months in case another position becomes available. This process will also apply for contractors.

8. If unsolicited job applications are received and the College wishes to retain the applicant's information, the 'Job Applicants Collection Notice' will be sent to them. 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.

9. If you do not wish the College to retain your information to be considered for future positions, you can submit a request to the College Privacy Officer (Business Manager) by email, post or telephone. Refer to the College website for contact details.

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	Initiated 2002	Executive
Version 2	2014	Executive
Version 3	2021 retired	Executive
Version 4	2025	Board

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

Annexure 3

Catholic Ladies' College Ltd

Collection Notice – Alumni Community

Purpose

This Collection Notice sets out how Catholic Ladies' College (the College, CLC) manages your Personal information as part of the College Alumni Community.

Collection Notice

1. The Catholic Ladies' College Alumni is a community of past students which is managed by the College.

2. The Alumni Community Office at CLC may collect personal information about you from time to time. The primary purpose of collecting this information is to enable us to inform you about CLC activities and the activities of past students of the College.

3. The information we collect includes:
   - your name, address and contact details such as email address and telephone number
   - details of your qualification(s), employment history, experiences.

4. As you know, from time-to-time, CLC engages in fundraising activities. The information received from you may be used to make an appeal to you. It may also be used by the College to assist in its fundraising activities.

5. The Alumni Community may publish details about you in our College News, social media and on the College website.

6. The College's Privacy Policy contains details on how you may seek access to and correction to personal information collected about you or how you may make a complaint about a breach of the Australian Privacy Principles (APPs). An access or correction refusal will be notified to you in writing and reasons given if appropriate.

7. Your information will be managed securely, used and disclosed for the purposes described in this statement or otherwise required by law.

8. The College may use cloud computing service providers to store personal information (which may include your personal information). These servers may be located in or outside Australia.

9. The College may from time to time use the services of third-party online service providers (including for the delivery of third-party online applications, or Apps relating to email and instant messaging, such as Microsoft Suite, including Gmail) which may be accessible by you. Some personal information may be collected and processed or stored by these providers in connection with these services. These online service providers may be located in or outside Australia.

10. The College makes reasonable efforts to be satisfied about the security of any personal information that may be collected, processed and stored outside Australia in connection with these third-party services and will endeavour to ensure the cloud is located in countries with substantially similar protections as the APPs. The College's Privacy Policy contains further information about its use of cloud services and other third-party service providers and any of their overseas locations.

11. Where personal information is held by a cloud service provider on behalf of the Victorian Catholic Education Authority (VCEA) for educational and administrative purposes, this information may be

stored on servers located within or outside Australia.

12. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why. Also, that they can request access to and correction of that information if they wish, and to refer them to the CLC Privacy Policy for further details about such requests and how the College otherwise handles personal information it collects.

Retention and disposal of Personal information

13. Your personal information will be held by the College for as long as required to keep you informed of Alumni activities or if requested by you to dispose of your information.

14. 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.

15. If you do not wish the College to retain your information, you can contact the College Alumni Office at clcalumni@clc.vic.edu.au

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	Initiated 2002	Executive
Version 2	2014	Executive
Version 3	2021	Executive
Version 4	2025	Board