



## Standard Collection Notice

*Saint Ignatius College Geelong is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 1998. In relation to health records, the College is also bound by the Health Records Act 2001 (Vic.).*

*The College may from time to time, review and update this Collection Notice to take into account new laws, technology and changes to the College's operations and practices to make sure it remains appropriate to the changing school environment.*

1. Saint Ignatius College Geelong collects personal information, including sensitive information about students and parents or guardians and family members 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, Melbourne Archdiocese Catholic Schools (MACS) 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 the College collects is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care as well as for administrative purposes.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and 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 (APP's) under the *Privacy Act 1988*. The College may request 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 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 Catholic Education Commission of Victoria Ltd (CECV), Melbourne Archdiocese Catholic Schools (MACS) school governing bodies and other dioceses;
  - third party service providers that provide online educational and assessment support services or applications including Operoo or services in relation to school improvement surveys which may include email and instant messaging;

- School systems, including XUNO and the Integrated Catholic Online Network (ICON) and Google Apps for Education (GAPE) including Gmail. Limited personal information including Personal Learning Plans (PLP's), Parent Support Group (PSG) minutes, Student Wellbeing Team (SWT) documentation, standardise teaching results may be collected and processed or stored by these providers in connection with these services;
  - CECV and Melbourne Archdiocese Catholic Schools (MACS) 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 schools' 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 e.g. for audit purposes;
  - Health service providers and people providing educational support and health services to the School, 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 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 school 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 school provides the required information at an individual student level to the Melbourne Archdiocese Catholic Schools (MACS) 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.
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 Colleges' use of an online or 'cloud' service providers is contained in the College's Privacy Policy.
11. The College's Privacy Policy, accessible on the College's 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).

12. 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 and will endeavour to ensure it will be located in countries with substantially similar protections as the APPs.
13. 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 entered into with Google.
14. The countries in which the servers of cloud service providers and other third party service providers may be located include:
  - Australia**
  - United States of America**
  - Ireland**
  - England**
  - Indonesia**
15. Where personal, 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 or outside Australia.
16. 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 (e.g. instant messaging), documents and associated administrative data for the purposes of administering the ICON system and ensuring its proper use.
17. The School may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
18. The College's Privacy Policy is accessible via the College website or from the College office. The policy sets out how parents, guardians 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, 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.
19. The College's Privacy Policy also sets out how parents and students can make a complaint if they believe there has been a breach of the APPs and how the complaint will be handled.
20. The College may engage 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.
21. On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on our intranet, website or via electronic information services. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The College will obtain permission from the student's parent or guardian at enrolment (and from the student if appropriate) prior to publication to enable the school to include such photographs or videos or other identifying material in our promotional material or otherwise make this material available to the public such as on the internet. Permissions obtained at enrolment may apply for the duration of the student's enrolment at the College unless the College is notified in writing otherwise. Annually, the College will remind parents and guardians to notify the school if they wish to vary the permissions previously provided.

22. If you provide the College with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the College and why.

## 1. RELATED DOCUMENTS

### 1.1. Privacy Policy

Position Responsible	Business Manager
Approval Authority	SICG Executive January 2017
Review Date	February 2024 (3 years from date of amendment)

## REVISION HISTORY

Revision Ref. No.	Approved/ Amended/ Rescinded	Date	Board/Executive
1	Amended	7/5/18	Executive
2	Amended	30/5/19	Executive
3	Amended	18/2/21	Executive/Board