

# Nazareth College Standard Collection Notice



- 1) The College collects personal information, including sensitive information about pupils and parents or guardians and family members before and during the course of a pupil's enrolment at the College. This may be in writing, through technology applications, 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) offices and the Catholic Education Commission of Victoria (CECV) to meet its educational, administrative and duty of care responsibilities to the student 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 and Public Health and Child Protection laws
- 4) Health information about students (which includes any information about a 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 school 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 school is not provided, this may affect the school's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the school.
- 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:
  - College service providers such as the CECV, MACS Offices, College governing bodies and other dioceses;
  - Third party service providers that provide online educational and assessment support services or applications, document and data management services, training and support services, hosting services, and software-as-a-services applications (such as the Integrated Catholic Online Network (ICON) and Google's G Suite)
  - School systems, including the Integrated Catholic Online Network (ICON), Synergetic, Simon, PAM, Google's 'G Suite', Microsoft 365 and Outlook email. Limited personal information may be collected and processed or stored by these providers in connection with these services;
  - CECV and MACS 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.
  - Other third parties which the College uses to support or enhance the educational or pastoral care services for its students or to facilitate communications with parents.
  - CECV to undertake financial modelling for 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 including its teachers 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 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 information to; and
  - Anyone to whom the College is required or authorised to disclose the information to by law, including under child protection laws
  - Suppliers of other information technology services for the purposes of facilitating access
  - Another school for the purpose of transferring schools which enables the next school to continue to provide education, support, health and wellbeing and/or fulfil legal requirements
  - NAPLAN results when students transfer schools or when required to evaluate a schools education program
  - Medical practitioners
  - If/when necessary to mitigate health, safety or wellbeing risks
  - When required by the law such as duty of care, anti-discrimination laws, OHS laws, reporting obligations, court orders or Victorian Police warrants
  - Investigate, report or prevent activities or incidents, misconduct, criminal offence, legal claims or on behalf of a law enforcement agency
  - School statistics, research or reporting requirements
  - Responding to complaints received from students, parents/guardians, staff, contractors, volunteers or complaints received from the community
  - Information Sharing Entities (Organisations and services) prescribed under the Child Information Sharing Scheme (CISS) and the Family Violence Information Sharing Scheme (FVISS).
  - Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law
- 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 school provides the required information at an individual student level to the MACS 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.
- 9) If you make an enrolment application at another school, personal information, including health information provided during the application stage may be collected from, or shared with another school
- 10) The school may use online or " service providers to store personal information and to provide services to the school 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

server which may be situated outside Australia. Further information about the school's use of an online or 'cloud' service providers is contained in the School's Privacy Policy.

- 11) The School's Privacy Policy, accessible on the school's website, sets out how parents or students may seek access to and correction of their personal information which the school 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 school's duty of care to the student, where students have provided information in confidence or where the school 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 school makes reasonable efforts to be satisfied about the protection of any personal information that may be collected, processed and stored 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) 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.
- 14) School personnel and the school'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.
- 15) The school may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
- 16) The School's Privacy Policy is accessible via the school website or from the School office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which the school 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 school'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 School'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.
- 18) The school 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 school'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 School newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permissions from the student's parent or guardian (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. The school may obtain

permissions annually or as part of the enrolment process. Permissions obtained at enrolment will apply for the duration of the student's enrolment at the school unless the school is notified otherwise. Annually, the school will remind parents and guardians to notify the school if they wish to vary the permissions previously provided. [We may include student's and parents' or guardians' contact details in a class list and School directory.]

- 20) If you provide the school 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 school and why,

Notes: The school uses SiMON, PAM, Skoolbag App