



## STANDARD COLLECTION NOTICE

---

### Standard Collection Notice

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. This may be in writing 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 to provide schooling to the pupil and 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 College 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 under the [Privacy Act 1988](#). We may ask you to provide medical reports about pupils from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes, including:
  - a. to facilitate the transfer of a pupil to another College. This includes to other Colleges, government departments, [Catholic Education Office, the Catholic Education Commission, the College's local diocese and the parish, Colleges within other Dioceses/other Dioceses]
  - b. medical practitioners, and people providing services to the College, including specialist visiting teachers, [sports] coaches, volunteers and counsellors
  - c. the 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
  - d. Federal and State government departments and agencies acting on behalf of the government e.g. for audit purposes
6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
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 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



## STANDARD COLLECTION NOTICE

---

federal government for the purpose of the NCCD does not explicitly identify any student.

8. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
9. 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.
10. The College's Privacy Policy sets out how parents or pupils may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include 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 pupil, or where pupils have provided information in confidence.
11. The College Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
12. 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.



## STANDARD COLLECTION NOTICE

---

13. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in College newsletters and magazines, on our intranet [and on our website]. This may include photographs and videos of pupil activities such as sporting events, College camps and College excursions. The College will obtain permissions annually from the pupils' parent or guardian (and from the pupil if appropriate) prior to publication if we would like 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.
14. If you provide the College with the 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, that they can access that information if they wish and that the College does not usually disclose this information to third parties.
15. The College will collect information regarding your child according to the National Consistent Collection of Data (NCCD) scheme.