



## **SACRED HEART GIRLS' COLLEGE**

### **STANDARD COLLECTION NOTICE**

#### **Standard Collection Notice**

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College and the Catholic Education Commission of Victoria (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 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 is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988 (Cth). We may ask you to provide medical reports about students from time to time.
5. The College may disclose personal and sensitive information for administrative, educational and support purposes. This may include:
  - School service providers such as the Catholic Education Commission of Victoria, Catholic Education Offices, parish, school governing bodies and other dioceses;
  - third party service providers that provide educational support services to schools and school systems such as the Integrated Catholic Online Network (ICON) system;
  - another school to facilitate the transfer of a student;
  - government departments;
  - medical practitioners, and people providing educational, support and health services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors;
  - anyone you authorise the College to disclose information to; and
  - anyone to whom we are required or authorised to disclose information to by law.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The College also uses 'Google Apps for Education' (GAFE) including Gmail. Through the use of these services, personal information of students, parents or guardians may be transferred, stored and processed by Google in the United States, or any other country Google uses to provide these services. College personnel and the Catholic Education Commission of Victoria and their 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 system and ensuring its proper use.

8. Where personal information is held by GAFE it will be limited and may include:
  - Name
  - Email Address
  - Student Date of Birth

Personal Information held by GAFE will be stored in accordance with APPs.

9. The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia, including but not necessarily limited to, the United States. The College uses the services of third party online providers which may be accessible by you. The College has made reasonable efforts to be satisfied about the security of any personal information stored outside Australia as not all countries are bound by laws which provide the same level of protection for personal information provided by the APPs.
10. Where personal and sensitive information is retained by the CECV by a cloud service provider for educational and administrative purposes, it will be stored on servers located within Australia. This includes the Integrated Catholic Online Network (ICON) system.
11. The College's Privacy Policy is accessible via the College website, newsletter or from the College office. The policy sets out how parents, guardians or students may seek access to personal information collected about them. However, there may 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 student, or where students have provided information in confidence.
12. The College's Privacy Policy also sets out how parents and students can make a complaint about a breach of the Australian Privacy Principles and how the complaint will be handled.
13. 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.
14. On occasions information such as academic and sporting achievements, student 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 student activities such as sporting events, College camps and College excursions. The College will obtain permissions annually from the students' parent or guardian (and from the student 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. We may include students' and students' parents' contact details in a class list and College directory.

15. 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.

Please complete and sign below to confirm that you consent to this disclosure, processing and storage of your personal information.

**Name of Parent/Guardian:** \_\_\_\_\_  
(please circle )

**Signed:** Parent/Guardian \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please list name and Year Level of all student's currently enrolled at the College below.*

**Student/Student's Name and Year:**

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Reviewed: August 2015

Next Review Date: August 2016