

1.07

MERCY EDUCATION POLICY 1.07 STANDARD COLLECTION NOTICE

Collection of personal information

1. Emmanuel 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 School. This may be in writing, through technology systems or during conversations and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable the School, Catholic Education Offices and Catholic Education Commissions (CEC) to meet educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, in particular, to discharge the School's duty of care and satisfy the legal obligations of the School's governing bodies and other diocesan authorities.
3. Laws governing or relating to the operation of a School require certain information to be collected and disclosed. These include but are not limited to, relevant Education Acts, Public Health, Child Protection and immigration laws.
4. Health information about students (which includes information about any disability defined by the *Disability Discrimination Act 1992* (Cth) is sensitive information defined by the terms of the *Australian Privacy Principles* (APPs) under the *Privacy Act 1988* (Cth). The School may require medical reports about students from time to time and may collect other sensitive information about students and their families.

Consequences if information is not collected

5. If personal information requested by the School is not provided, the consequences for the student may include an inability to complete enrolment, respond to enquiries, provide the student with educational and support services, or allow a person to attend or visit the School.

Use and disclosure of personal information

6. The School may disclose personal or sensitive information for administrative, educational and student support purposes (or may permit the information to be directly collected by third parties). Other entities, bodies, or persons to which the School usually discloses personal information of the kind collected by the School includes:
 - i. School service providers such as the CEC, Catholic Education Offices, school governing bodies and other diocesan authorities

- iii. third party service providers that provide online educational and assessment support services, document, and data management services, training, and support services, hosting services, and software-as-a services applications (for example, Integrated Catholic Online Network (ICON - VIC), AOS (WA), Victorian Curriculum and Assessment Authority (VCAA) and Google's 'G Suite')
 - iv. CECs and Catholic Education Offices to discharge their responsibilities under the *Australian Education Regulation 2013* (Regulation) and the *Australian Education Act 2013* (Cth) (AE Act) relating to visa sub-class, students with a disability, including audit requirements and NCCD quality assurance processes
 - v. CECs, Catholic Education Offices, school governing bodies and other diocesan authorities that support the School by undertaking assessments of students for the purpose of educational programs or external providers of health services such as counsellors, psychologists, school nurse service, dental van, etc. Specific consent is obtained to collect and disclose sensitive or health information which may include the release of relevant medical or allied health reports, education plans and evaluation documents including personalised learning/behaviour/medical management plans
 - vi. CECs to support the training of selected staff in the use of schools' systems, such as ICON/ROSAE (VIC) and AOS (WA)
 - vii. another school to facilitate the transfer of a student
 - viii. Federal and State government departments and agencies acting on behalf of the government e.g., for compliance or audit purposes, or data collections e.g., February and August census processes and census audits, NAPLAN, Australian Early Development Census
 - ix. Persons and third-party providers providing education services such as sports coaches, external training providers, guest speakers, volunteers, counsellors and providers of learning and teaching consultancy support and student assessment services
 - x. assessment and educational authorities including the Australian Curriculum, Assessment and Reporting Authority (ACARA)
 - xi. persons providing administrative and financial services to the School
 - xii. anyone you authorise the School to disclose information to; and
 - xiii. anyone to whom the School is required or authorised to disclose the information to by law, including the Child Information Sharing Scheme (CISS) and the Family Violence Information Sharing Scheme (FVISS) child protection and mandatory reporting laws.
7. The School is required by the operation of the *Australian Education Regulation 2013* (Cth) and *Australian Education Act 2013* (Cth) (AE Act) to collect and disclose information to assess the Students with Disability (SwD) loading per the *Nationally Consistent Collection of Data* (NCCD). The School provides the required information at an individual student level to the Catholic Education Offices and the CEC, as the approved authority. Approved authorities must comply with reporting, record keeping, data quality assurance and audit obligations under the Act. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify a student.
8. Personal information collected from students is regularly disclosed to their parents or guardians.
9. If an enrolment application is made 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 School may disclose limited personal information to the School parish to facilitate religious and sacramental programs.

11. 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 but solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
12. On occasions, information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on the School website or portal. 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. The School may obtain permission annually, or as part of the enrolment process. Permission obtained at enrolment may apply for the duration of the student's enrolment unless the School is notified otherwise. The School will remind parents and guardians to notify the School if they wish to vary the permission previously provided. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involves the use of that personal information. This may include to the use of email, social media platforms, and other education and assessment applications. Limited personal information may be provided to these service providers to enable authentication of users accessing the service.

Access to your personal information

13. The School's Privacy Policy, accessible on the School's website, contains information about how parents or students may access the personal information that is held by the School and seek the correction of such information.

Disclosure to overseas recipients

14. The School may disclose personal information about an individual to overseas recipients, for example, to facilitate a school exchange or a student overseas tour.
15. Where personal information is held by a cloud computing service provider on behalf of the School for educational and administrative purposes, it may be stored on servers located within or outside Australia.
16. The servers of cloud service and other third-party service providers may be located in countries including USA, UK, and Singapore.
17. It is not practicable to specify in this Notice the countries in which overseas recipients of personal information are likely to be located.

Complaints

18. The School's Privacy Policy contains information about how parents and students may lodge a complaint involving an alleged breach of the Australian Privacy Principles (APPs) and how the School will respond to such a complaint.

Details of the School

19. The School and its contacts are:

School:	Emmanuel College
Address:	140 Botanic Road, Warrnambool VIC 3280
Correspondence:	PO Box 486, Warrnambool VIC 3280
Telephone:	03 5560 0888
Email:	info@emmanuel.vic.edu.au