



Standard Collection Notice

Rationale

St Elizabeth's collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at St Elizabeth's. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable St Elizabeth's, Catholic Education Offices 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 at St Elizabeth's.

Purpose

1. Some of the information we collect is to satisfy St Elizabeth's legal obligations, particularly to enable the School to discharge its duty of care.

2. 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.

Implementation

3. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. We may ask you to provide medical reports about students from time to time.

4. St Elizabeth's may disclose personal and sensitive information for administrative, educational and support purposes. This may include to:

- School service providers such as the CECV, Catholic Education Offices, parish, school governing bodies and other dioceses
- third party service providers that provide educational support services or applications to Schools and School systems including the Integrated Catholic Online Network (ICON) and 'Google Apps for Education' (GAFE) including Gmail
- applications, online tools or other services provided by a third party which the school uses to support or enhance the educational or pastoral care services for its students
- another school to facilitate the transfer of a student
- government departments
- medical practitioners, and people providing educational, support and health services to St Elizabeth's, including specialist visiting teachers, sports coaches, volunteers and counsellors
- anyone you authorise St Elizabeth's to disclose information to
- anyone to whom we are required or authorised to disclose the information to by law.

5. Personal information collected from students is regularly disclosed to their parents or guardians.

6. St Elizabeth's also uses GAFE including Gmail. Through the use of these services, personal information of pupils, parents or guardians may be transferred, stored and processed by Google in the United States, or any other country through which Google provides these services. St Elizabeth's personnel, 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 system and ensuring its proper use.

7. Personal information collected and held by Google to deliver GAFE will be limited and may include:

- Name
- Email Address

- Student Date of Birth

This personal information will be stored and processed by Google in accordance with the contract CECV has entered into with Google on behalf of St Elizabeth's, which requires Google to take appropriate steps to protect the personal information.

8. St Elizabeth's School may store personal information in the 'cloud' which may mean that it resides on servers of third party cloud service providers situated outside Australia.

9. St Elizabeth's may from time to time use the services of third party online providers (including for the delivery of third party online applications or Apps, through GAFE or other platforms) which may be accessible by staff, parents, guardians and students. The school has made reasonable efforts to be satisfied about the protection of any personal information that may be collected and stored outside Australia in connection with these services, as not all countries are bound by laws which provide the same level of protection for personal information as the APPs.

The countries in which servers and other third party service providers may be located are:

- **United State of America, Chile, Taiwan, Singapore, Ireland, Netherlands, Finland, Belgium and other countries that may be listed at:**
<http://www.google.com/about/datacenters/inside/locations/index.html>

10. Where personal, including sensitive information is held by a 'cloud' service provider on behalf of CECV for educational and administrative purposes, it will be stored on servers located within Australia. This includes the ICON system.

11. St Elizabeth'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.

12. St Elizabeth's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.

13. St Elizabeth's 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 St Elizabeth'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 St Elizabeth's 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. St Elizabeth's will obtain permission annually from the student's 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.

15. If you provide St Elizabeth's with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the school and why. Also, that they can request access to and correction of that information if they wish and to refer them to St Elizabeth's Privacy Policy for further details about such requests and how the School otherwise handles personal information it collects.

This policy has been prepared based on the Sample policy provided by CEM Dec 2015.