



Mary MacKillop College

South Gippsland

Standard Collection Notice

Mary MacKillop 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 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 of the College.

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.

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.

Health information about pupils is sensitive information within the term of the *Australian Privacy Principles (APPs)* under the *Privacy Act 1988*. The College may request medical reports about your child from time to time and may otherwise collect sensitive information about students and their families.

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 Catholic Education Commission of Victoria (CECV), dioceses; school governing bodies and other dioceses;
- Third party service providers that provide online educational and assessment support services or applications, which may include email and text messaging;
- 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 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.

Personal information collected from pupils is regularly disclosed to their parents or guardians. The College has made reasonable efforts to be satisfied about the protection of any personal information that may be collected, stored or processed outside Australia in connection with third party services, as not all countries are bound by laws which provide the same level of protection for personal information as the APPs.

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 ICON system.

College 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 ICON system and ensuring its proper use.

The College may disclose personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.

The College's Privacy Policy is accessible via the College website or from the College office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which the College 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 College'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.

The College's Privacy Policy also sets out how parents, guardians, students and their family can make a complaint about a breach of the APP's and how the complaint will be handled.

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.

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 and social media pages. This may include photographs and videos of student activities such as sporting events, school camps and excursions. The College will obtain permission from the student's parent or guardian (and from the student if appropriate) prior to publication to enable the College to include such photographs or videos or other identifying material in our promotional material or advertising. The College may obtain permissions annually for the College newsletter, magazine, social media and website, or as part of the enrolment process. Permissions obtained at enrolment applies for the duration of the student's enrolment at the College unless the College is notified otherwise. Annually, the College will remind parents and guardians to notify the College if they wish to vary the permissions previously provided.

If you provide the College with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can request access to and correction of that information if they wish and to also refer them to the College's Privacy Policy for further details about such requests and how the College otherwise handles personal information it collect and complaints it receives information to third parties.