



# STAR OF THE SEA COLLEGE

## Standard Collection Notice

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Star of the Sea College is a Catholic Independent Girls' school, founded by the Presentation Sisters in 1883. Since 2014, Star of the Sea College has been a member of Kildare Ministries.

At Star of the Sea College we hold the care, safety and wellbeing of our students as a central and fundamental responsibility of our College. Our commitment is drawn from, and inherent in, the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel: CECV Commitment Statement to Child Safety.

### **Rationale**

This Notice has been created in accordance with the requirements of the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth). This Notice aims to make you aware of Star of the Sea College's (the College) collection and handling practices in relation to personal information.

### **Collection of personal information**

1. The College collects personal information, including sensitive information about students and parents or guardians and family members before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations and may be direct from the individual or another source. The primary purpose of collecting this information is to enable the College, Melbourne Archdiocese Catholic Schools Ltd (MACS), Kildare Ministries and the Catholic Education Commission of Victoria Ltd (CECV) to meet its educational, administrative and duty of care responsibilities to students to to enable them to take part in all the activities of the College.
2. Some of the information the College collects is to satisfy the College's legal obligations in relation to discharging 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 and immigration laws, employment laws.
4. Health information about students (which includes information about any disability as defined by the *Disability Discrimination Act 1992* (Cth) is sensitive information within the terms of the Australian Privacy Principles under the *Privacy Act 1988* (Cth). The College may require medical reports about students from time to time and may otherwise collect sensitive information about students and their families.



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### Consequences if information is not collected

5. If any personal information requested by the College is not provided, the main consequences for the individual if all or some of the personal information is not collected by the College, it that it may affect the College's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the College.

### Use and disclosure of personal information

6. The College may disclose personal and 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 College usually discloses personal information of the kind collected by the school include:
    - College service providers such as MACS, the CECV, and Kildare Ministries.
    - third party providers that provide online educational and assessment support services, electronic documents and records management systems, applications (eg Operoo), line of business services, training and support services, hosting services, software-as-a-service applications, the Victorian Curriculum and Assessment Authority (VCAA), services in relation to school improvement surveys, which may include email and instant messaging.
    - third party providers that provide human resources or payroll function on behalf of the College
    - the Victorian Registration & Qualifications Authority
    - College systems, including the Integrated Catholic Online Network (ICON) and Google's "G Suite" including Gmail. Limited personal information may be collected and processed or stored by these providers in connection with these services.
    - MACS and CECV to discharge its responsibilities under the *Australian Education Regulation 2013* and the *Australian Education Act 2013 (Cth)* (AE Act) relating to visa sub-classes, students with a disability, including audit processes and Nationally Consistent Collection of Data (NCCD) quality assurance processes.
    - MACS and the CECV to support the College by undertaking assessments of students for the purpose of educational programming or external providers of health services such as counsellors, psychologists, school nursing services, dental vans. Specific consent is obtained to collect and disclose sensitive information and health information if it is required as part of a service request, which may include release of relevant medical or allied health reports, educational planning and evaluation documents such as personalised learning/behaviour/ medical management plans.
    - MACS and CECV to support the training of selected staff in the use of electronic document and records management systems and line of business systems, such as ICON
    - another school to facilitate the transfer of a student
    - Federal and State government departments and agencies acting on behalf of the
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government for compliance or audit purposes, or data collections, for example February and August census processes and census audits, NAPLAN,

- people and organisations providing instructional or educational services and health services to the College, including specialist visiting teachers, sport coaches, external training services, guest speakers, volunteers, counsellors and providers of learning consultancy services and student assessment services
  - assessment and educational authorities, including VCAA and the Australian Curriculum Assessment and Reporting Authority (ACARA)
  - people providing administrative and financial services to the College
  - anyone parents/guardians authorise the College to disclose information to
  - anyone to whom the College is required or authorised to disclose the information to by law, including under the Child Information Sharing Scheme (CISS) and the Family Violence Information Sharing Scheme (FVISS), child protection and mandatory reporting laws.
7. The College is required by the Australian Education Regulation 2013 (Cth) and the Australian Education Act 2013 (Cth) to collect and disclose certain information to inform the Students with Disability (SwD) loading via the NCCD. The College provides the required information at an individual student level to MACS and the CECV, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance and audit obligations under the NCCD. Student information provided to the federal government for the purposes of the NCCD does not explicitly identify any student.
  8. Personal information collected from students is regularly disclosed to their parents, guardians or carers.
  9. If a parent/guardian/carer makes an enrolment application 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 College may engage in fundraising activities. Information received from parents/guardians/carers may be used to make an appeal to the parent/guardian/carer. The information may be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. The College will not disclose personal information to third parties for marketing purposes without parent/guardian/carer consent.
  11. On occasion, information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on the school intranet and on the school website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The College will obtain permission from the student's parent/guardian/carer and from the student if appropriate, prior to publication to enable the school to include such photographs or videos, or other identifying material, in the promotional material or otherwise make this material available to the public. The College
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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 at the school unless the school is notified otherwise. Annually, the school will remind parents/guardians/carers to notify the school if they wish to vary the permission previously provided.

12. The College may include student and parent/guardian/carer contact details in a class list and school directory.
13. The College may also use online or cloud computing service providers to store personal information (which may include sensitive information) and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment application. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia. This may mean that personal information may be stored or processed outside Australia.
14. When the School uses Google's G-Suite including Gmail, some personal information (usually limited to name and email address) about students, parents or guardians may be transferred, stored and processed by Google in the United States, or in any other country through which Google provides these services or where it processes and stores information. This personal information will be stored and processed by Google in accordance with Google's terms and conditions stated in the G-Suite for Education Agreement which the school entered into with Google.
15. College personnel and the College service providers, and 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.
16. The College Privacy Policy is accessible via the school website, newsletter, handbook, 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 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.
17. The College may engage in fundraising activities. Information received from families may be used to make an appeal for assistance. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. The College will not disclose any personal information to third parties for their own marketing purposes without consent.



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18. 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, school camps and school excursions. The College will obtain permissions from the student, the student's parent or guardian prior to publication to enable the College 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.
19. The College may obtain permissions annually, or as part of the enrolment process. Permissions obtained at enrolment may apply 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. This notification may include student and parent/guardian contact details in a class list.
20. If personal information of others, such as family members, doctors or emergency contacts are provided to the College, families are encouraged to:
- inform the above parties that they have disclosed their personal information to the College
  - why they disclosed this information
  - that they can request access to and correction of that information if they wish
  - refer them to the College's Privacy policy for further details about such requests and how the College handles personal information it collect and complaints it receives.

### **Access to personal information**

21. The College's Privacy Policy, accessible on the school's website, contains information about how parents/guardians/carers or students may access personal information about them that is held by the school and seek the correction of such information. The policy may be updated from time to time.

### **Disclosure to overseas recipients**

22. The College may disclose personal information about an individual to overseas recipients to facilitate for example, a school exchange or a student overseas tour.
23. 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.
24. The countries in which the servers of cloud service providers and other third-party service providers are located may include the United States of America.
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25. Otherwise, it is not practicable to specify in this Notice the countries in which overseas recipients of personal information are likely to be located.

### Complaints

26. The College's Privacy Policy contains information about how parents/guardians/carers and students may complain about a breach of the Australian Privacy Principles and how the school will deal with such a complaint.

Responsible Officer:	Risk and Compliance Manager
Approved By:	Principal
Approved & Commenced:	2016
Last revised	July 2023
Review By:	July 2025
Relevant Legislation:	Privacy Act 1988 (Cth)
Related Policies & Procedures:	Privacy Policy
Version:	4
Amendments to Version:	Rewrite