



# STAR OF THE SEA COLLEGE

## Standard Collection Notice Policy

---

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 operated under the auspices 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.

The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ's teaching: that is why the promotion of the human person is the goal of the Catholic School (Congregation for Catholic Education 1997, n.9).

### **Rationale**

This notice has been created in accordance with the requirements of the Australian Privacy Principles (APP) contained in the Commonwealth Privacy Act. 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.

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, Catholic Education Offices and the Catholic Education Commission of Victoria (CECV) to meet its educational, administrative and duty of care responsibilities to provide schooling to the student 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, 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 (which includes information about any disability as defined by the Disability Discrimination Act 1992) is sensitive information within the terms of the APP under the Privacy Act. The College may require medical reports about students from time to time and may otherwise collect sensitive information about students and their families.
-



# STAR OF THE SEA COLLEGE

## Standard Collection Notice Policy

---

5. If any personal information requested by the College is not provided, this may affect the College's ability to enroll a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the College.
  6. 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 CECV, Catholic Education Melbourne (CEM), Kildare Ministries.
    - third party providers that provide online educational and assessment support services of applications (eg CareMonkey), or services in relation to school improvement surveys, which may include email and instant messaging
    - 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.
    - CECV and CEM to discharge its responsibilities under the Australian Education Regulation 2013 (Regulation) and the Australian Education Act 2013 (Cth) (AE Act) relating to students with a disability, including ongoing evaluation of funding adequacy for individual students
    - CECV to support the training of selected staff in the use of College 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 government e.g. for audit purposes
    - health service providers and people providing educational support and health services to the College, including specialist visiting teachers, sport coaches, volunteers, 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 authorize the College to disclose information to; and
    - anyone to whom the College is required or authorized to disclose the information to by law, including under child protection laws.
  7. The College is required by the Regulation and the Act to collect and disclose certain information under the Nationally Consistent Collection of Data (NCCD) on students with a disability. The College provides the required information at an individual student level to CEM and the CECV, as approved authorities. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purposes of the NCCD does not explicitly identify any student.
-



## STAR OF THE SEA COLLEGE

### Standard Collection Notice Policy

---

8. Personal information collected from students is regularly disclosed to their parents or guardians.
  9. The College may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia. The College will endeavor to ensure that services located in countries outside Australia will have substantially similar protections as the APPs.
  10. 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.
  11. Where personal, including sensitive information, is held by a cloud computing service provider on behalf of CECV for educational and administrative purposes, it may be stored on servers located within or outside Australia.
  12. 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.
  13. 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.
  14. 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.
-



## STAR OF THE SEA COLLEGE

### Standard Collection Notice Policy

---

15. 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.
16. 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.
17. 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.



# STAR OF THE SEA COLLEGE

## Standard Collection Notice Policy

---

---

Responsible Officer:	Principal
Approved By:	Principal
Approved & Commenced:	2016
Revised	April 2019
Review By:	February 2020
Relevant Legislation:	Privacy Act 1988 (Cth)
Related Policies & Procedures:	Standard College Notice (March 2014) CEM's Sample Notice Collection (April 2019)
Version:	3
Amendments to Version:	Reviewed in February 2019. Relevant information relation to NCCD and the College's use of Goggle's G-Suite included. CEM's suggested template issued in April 2019 included