



Federated Schools of Holy Trinity Parish Standard Collection Notice

1. The Schools collect 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 Schools. This may be in writing or in the course of conversations and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable the Schools, 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 Schools.
2. Some of the information the Schools collect is to satisfy the Schools' legal obligations, particularly to enable the Schools to discharge their 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 Australian Privacy Principles (APPs) under the Privacy Act 1988. The Schools may require medical reports about students from time to time and may otherwise collect sensitive information about students and their families.
5. If any personal information requested by the Schools is not provided, this may affect the Schools' ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the Schools.
6. The Schools 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:
 - Schools service providers such as the CECV, Catholic Education Offices, Schools governing bodies and other dioceses
 - Third party service providers that provide online educational and assessment support services or applications (apps) CareMonkey, PassTab, NForma, or services in relation to school improvement surveys, which may include email and instant messaging
 - Schools 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 Catholic Education Offices 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 Schools' 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 Schools, including specialist visiting teachers, sports 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 Schools
 - Anyone you authorise the Schools to disclose information to; and
 - Anyone to whom the Schools are required or authorised to disclose the information to by law, including under child protection laws.
7. The Schools are required by the Federal Australian Education Regulation (2013) and Australian Education Act 2013 (Cth) (AE Act) to collect and disclose certain information under the Nationally Consistent Collection of Data (NCCD) on students with a disability. The Schools provide the required information at an individual student level to the Catholic Education Offices and the CECV, as an approved authority. 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 purpose of the NCCD does not explicitly identify any student.
 8. Personal information collected from students is regularly disclosed to their parents or guardians.
 9. If you make 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 School may use online or 'cloud' service providers to store personal 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 applications. 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 servers which may be situated outside Australia. Further information about the School's use of an online or 'cloud' service providers is contained in the School's Privacy Policy.
 11. The School's Privacy Policy, accessible on the School's website, sets out how parents 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, where access may result in a breach of the School's duty of care to the student, where students have provided information in confidence or where the School is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).
 12. The Schools make reasonable efforts to be satisfied about the protection of any personal information that may be collected, processed and stored outside Australia in connection with any cloud and third party services and will endeavour to ensure it will be located in countries with substantially similar protections as the APPs.

13. When the Schools 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 Schools entered into with Google.
14. The Federated Privacy Policy contains further information about its use of cloud and other third party service providers
15. 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.
16. Schools' personnel and the Schools' 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.
17. The Schools may disclose limited personal information to the Schools parish to facilitate religious and sacramental programs, and other activities such as fundraising.
18. The Federated Privacy Policy is accessible via the Schools website, newsletter, handbook, or from the Schools office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which the Schools 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.
19. The School's Privacy Policy also sets out how parents, guardians, students and their family can make a complaint if they believe the Schools has interfered with their privacy [and how the complaint will be handled].
20. The Schools 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 solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
21. On occasions information such as academic and sporting achievements, student activities and similar news is published in Schools newsletters and magazines and on our website. This may include photographs and videos of student activities such as sporting events, Schools camps and Schools excursions. The Schools will obtain permission from the student's parent or guardian (and from the student if appropriate) prior to publication to enable the Schools 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. The Schools may obtain permission annually, or as part of the enrolment process. Permissions obtained at enrolment may apply for the duration of the student's enrolment at the Schools unless the Schools is notified otherwise. Annually, the Schools will remind parents and guardians to notify the Schools if they wish to vary the permissions previously provided.
22. If you provide the Schools with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the Schools. This allows them to request access to and correct of that information if they wish. Also refer them to the Federated Privacy Policy for further

details about such requests and how the Schools otherwise handle personal information they collect and complaints they receive.