



# St Mary's Primary School Hamilton

Developed	2018
Ratified	08/08/2018
Approved by	School Advisory Council
Last Review	2018
Next Review	2019
<b>VRQA</b>	

## Standard Collection Notice

1. St Mary's Primary School (St Mary's) 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 St Mary's. 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 St Mary'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 of the School.
2. Some of the information St Mary's collects is to satisfy the School's legal obligations, particularly to enable the School 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 is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. The School may request 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 St Mary's is not provided, this may affect the School's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit St Mary's.
6. St Mary's 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:
  - School service providers such as the CECV, Catholic Education Offices, school governing bodies and other dioceses

- third party service providers that provide online educational and assessment support services or applications (apps), which may include email and instant messaging
  - School 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 to undertake financial modelling for 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
  - health service providers, and people providing educational support and health services to the School, 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 St Mary's
  - anyone you authorise St Mary's to disclose information to; and
  - anyone to whom St Mary's is required or authorised to disclose the information to by law, including under child protection laws.
7. Personal information collected from students is regularly disclosed to their parents or guardians.
  8. St Mary's 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.
  9. As not all countries are bound by laws which provide the same level of protection for personal information as the APPs, the School makes 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.
  10. When St Mary's uses Google's G-Suite including Gmail, some personal information (usually limited to name and email address) of 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. The St Mary's Privacy Policy contains further information about its use of cloud and other third-party service providers and any of their overseas locations

12. 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. This includes the ICON system.
13. School personnel and the school's 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.
14. St Mary's may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
15. The St Mary's 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 St Mary's 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.
16. The St Mary's Privacy Policy also sets out how parents, guardians, students and their family can make a complaint if they believe the School has interfered with their privacy and how the complaint will be handled.
17. St Mary'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 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.
18. On occasions information such as academic and sporting achievements, student activities and similar news is published in School 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 Mary's will obtain permissions from the student's parent or guardian (and from the student if appropriate) prior to publication to enable the school 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. St Mary's 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 school unless the school is notified otherwise. Annually, the school will remind parents and guardians to notify the school if they wish to vary the permissions previously provided. We may include student's and parents' or guardians' contact details in a class list and School directory.
19. If you provide St Mary's 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 School and why, that they can request access to and correction of that information if they wish and to also refer them to the St Mary's Privacy Policy for further details about such requests and how the School otherwise handles personal information it collects and complaints it receives.