



Standard Collection Notice

1. The 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 discussions. The primary purpose of collecting this information is to enable the College to provide schooling to student's enrolled at the College, exercise its duty of care, and perform necessary associated administrative activities which will enable students to take part in all the activities of the College.
2. 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.
3. Laws governing or relating to the operation of schools require that certain information is collected. These include, but are not limited to, Education and Training Reform Act (2006), Health Records Act (2001 VIC) and Child Youth and Family Act (2005).
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act (1988). We may ask you to provide medical reports about students from time to time.
5. A student's enrolment may be delayed or prevented if the College cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and / or staff.
6. The College may disclose personal and sensitive information to others for educational administrative and support purposes. This may include:
 - disclosure to other schools;
 - government departments (including for policy and funding purposes);
 - medical practitioners;
 - people providing educational support and health services to the College, including visiting specialist teachers, sports coaches, music instrumental tutors, counsellors and volunteers;
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities;
 - agencies and organisations to whom we are required to disclose personal information for education and research purposes;
 - people providing administrative and financial services to the College;
 - anyone you authorise the College to disclose information to; and
 - anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, student activities and other news is published:
 - Web, e.g., Microsoft Teams, social media platforms, electronic direct mail and the community portal - Compass.
 - Promotional Material, e.g., flyers, posters, brochures, local newspaper, and radio.
 - College Publications, e.g., Yearbook.
 - Photographs, video, assignments and audio of student activities such as sporting events, college camps and college excursions may be taken for publication on the College websites, promotional material and publications as per the consents obtained in the Enrolment – Student Application Form.



8. The College may use online or 'cloud' service providers to store personal information and to provide services to the College 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 server which may be situated outside Australia. Further information about the College's use of an online or 'cloud' service providers is contained in the College's Privacy Policy.
9. The College's Privacy Policy accessible on the College website sets out how parents 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; where access may result in a breach of the College's duty of care to the student; where students have provided information in confidence or where the College is otherwise required or authorised by law to refuse access.
10. The College's Privacy Policy also sets out how parents and students can make a complaint about a breach of APPs and how the complaint will be handled.
11. The College may occasionally engage in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
12. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why.