



STANDARD COLLECTION NOTICE

(21 February 2018)

The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988. In relation to health records, the School is also bound by the Health Records Act 2001 (Vic.).

The School may, from time to time, review and update this Collection Notice to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

1. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. 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 School 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 we collect 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 under the Privacy Act. The School may ask you to provide 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 school 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 the school.
6. The school 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, which may include email and instant messaging
 - School systems, including Synergetic, SEQTA, Microsoft 365 and Google Apps for Education. 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
 - supporting the training of selected staff in the use of schools' systems

- 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 the School
 - anyone you authorise the School to disclose information to; and
 - anyone to whom the School 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. The School 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 the school uses Google's suite of applications, 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.
 11. The School's Privacy Policy contains further information about its use of cloud and other third-party service providers
 12. Where personal, including sensitive information is held by a cloud computing service provider on behalf of the School or CECV for educational and administrative purposes, it may be stored on servers located within or outside Australia.
 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 its system and ensuring its proper use.
 14. The School may disclose limited personal information to students' local parish to facilitate religious and sacramental programs, and other activities such as fundraising.
 15. The School'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 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, 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 School'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. The School 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. Photographs / video footage of students may be used by the School in print and on digital media in reporting on student activities within the School and to the School community and alumni. This is understood to be part of the acceptance of the student's enrolment at Xavier College. The general permission given at enrolment for use of photo / video for a student is for all the time the student is at Xavier College. Should a parent prefer that their child not appear in photographs, the Director of Campus should be notified in writing or via email. While every endeavour will be made not to include this student in photographs from then on, the very nature of some team sports and other School activities - and the inability to control all photographic opportunities, means that a complete absence of photographic images may prove impossible, and parents need to understand that this is the case. The School will remind parents and guardians to notify the School if they wish to vary the permissions previously provided. **Please note: For specific advertising, promotional and marketing programs in print or digital media, the School will issue an individual permission request.**
19. The School may include students' and students' parents' contact details in a class list and School directory or on the School Portal and make these details available to parents, parent associations, sporting support groups and other co-curricular groups within the School. This is an integral part in the support of the work of the School Community. **Parents are able to change their distribution preference at any time via the School Portal.**
20. If you provide the School 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 School's Privacy Policy for further details about such requests and how the School otherwise handles personal information it collects and complaints it receives.
