



St Kevin's

Standard Collection Notice

This standard collection notice has been prepared with consideration to legal advice

1. St Kevin's 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. The primary purpose of collecting this information is to enable St Kevin's and the Catholic Education Commission of Victoria (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. In referring to 'sensitive information', the School means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable St Kevin's 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 is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. We may ask you to provide medical reports about students from time to time.
5. St Kevin's may disclose personal and sensitive information for administrative, educational and support purposes. This may include to:
 - school service providers such as the Catholic Education Commission of Victoria, Catholic Education Offices, parish, school governing bodies and other dioceses;
 - third party service providers that provide educational support services or applications to schools and school systems such as the Integrated Catholic Online Network (ICON) and Google Apps for Education (GAPE) including Gmail;
 - applications, online tools or other services provided by a third party which the school uses to support or enhance the educational or pastoral care services for its students;
 - another school to facilitate the transfer of a student;
 - government departments;

- medical practitioners, and people providing educational, support and health services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors;
 - anyone you authorise St Kevin's to disclose information to; and
 - anyone to whom we are required or authorised to disclose the information to by law.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
 7. St Kevin's also uses 'Google Apps for Education' (GAFE) including Gmail. Through the use of these services, personal information of pupils, parents or guardians may be transferred, stored and processed by Google in the United States, or any other country Google uses to provide these services. School personnel and the Catholic Education Commission of Victoria and their 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 system and ensuring its proper use.
 8. Personal information collected and is held by Google to deliver GAFE will be limited and may include:

Name
Email Address
 9. This personal information will be stored and processed by Google in accordance with the contract CECV has entered into with Google on behalf of St Kevin's, which requires Google to take appropriate steps to protect the personal information. St Kevin's may store personal information in the 'Cloud' which may mean that it resides on servers which are situated outside Australia.
 10. St Kevin's may from time to time use the services of third party online providers (including for the delivery of third party online applications or Apps, through GAFE or other platforms) which may be accessible by staff, parents, guardians and students.

St Kevin's has made reasonable efforts to be satisfied about the protection of any personal information that may be collected and stored outside Australia in connection with these services, as not all countries are bound by laws which provide the same level of protection for personal information as the APPs.
 11. Where personal, including sensitive information is held by a 'Cloud' service provider on behalf of CECV for educational and administrative purposes, it will be stored on servers located within Australia. This includes the ICON system.
 12. St Kevin'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.
 13. St Kevin's Privacy Policy also sets out how parents and students can make a complaint about a breach of the Australian Privacy Principles and how the

complaint will be handled.

14. St Kevin'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.
15. 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. The School will obtain permissions annually from the student's parent or guardian (and from the student if appropriate) prior to publication if we would like 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. [We may include students' and parents' contact details in a class list and School directory.]
16. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the School and why. Also, that they can request access to and correction of that information if they wish and to refer them to the School's Privacy Policy for further details about such requests and how St Kevin's otherwise handles personal information it collects.

Reviewed by SDC: 30th August, 2016	Reviewed by Staff: August, 2017	Ratified by Ed Board: November, 2017	Next review: 2020
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