PRIVACY PROTOCOLS

1. The College [the Diocese both independently and through its Schools] collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter.

2. Some information collected is to satisfy legal obligations, particularly to enable the College to discharge its duty of care.

3. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

4. Certain laws governing or relating to the operation of schools require particular information to be collected. These include Public Health [and Child Protection] laws.

5. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.

6. Student Photographs and performance:
   The regular College Newsletter is published on the College website, and only shows low resolution photographs of students. Where shots of students are used for promotional purposes by Emmaus College, permission will be obtained, and no names will be attached to the photographs. Photos of students may also be requested by the Eastern Independent Schools Melbourne (EISM), Catholic Education Melbourne (CEM) and the Catholic Education Commission of Victoria (CECV). In such circumstances, names will not be used, and there is an understanding that such material is made free of charge to the relevant organisation. Every effort will be made to contact parents in such circumstances.

If students wish to participate in the College Production, they must be agreeable to their voice or image being used for general media purposes. Images of the cast are also likely to be displayed for promotional purposes.

7. Personal information collected from pupils is regularly disclosed to their parents or guardians. [On occasions information such as academic and sporting achievements, pupil activities and other news is published in College newsletters, magazines and on our website].

8. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College duty of care to the pupil, or where pupils have provided information in confidence.

9. As you may know the College from time to time engages 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 College fundraising activities solely for that purpose]. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

10. We may include your contact details in a College Directory which is used for internal purposes only.

11. If you provide the College with the personal information of others, such as doctors or emergency contacts, we would encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

EMMAUS COLLEGE BOARD PRIVACY PROTOCOLS REQUIRE THAT PHOTOGRAPHS OF STUDENTS NOT BE INCLUDED ON THE COLLEGE WEB SITE OR IN PRINTED PROMOTIONAL LITERATURE WITHOUT THE CONSENT OF THE STUDENT AND PARENTS CONCERNED. WHERE PHOTOGRAPHS ARE USED IN THE PUBLIC DOMAIN, NAMES WILL NOT BE INCLUDED.

PLEASE COMPLETE THE ATTACHMENT BELOW AND RETURN WITH THE ENROLMENT APPLICATION FORM.

We give permission for Emmaus College to use photographs of
on its media and/or publications.

Signature of Student: ____________________________

Signature of Parent/Guardian: ____________________________

Date: ____________________________