

Standard Collection Notice ¹

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. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to pupils enrolled at the College, exercise its duty of care, and perform necessary associated administrative activities, which will enable pupils to take part in all the activities of the College.
2. Some of the information that we collect is to satisfy the College's 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. Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health [and Child Protection] laws.
5. Health information about pupils 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 children from time to time.
6. The College may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:
 - other Colleges and teachers at those Colleges
 - government departments (including for policy and funding purposes)
 - medical practitioners
 - people providing educational, support and health services to the College, including
 - specialist visiting teachers, [sports] coaches, volunteers, and counsellors;
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - people providing administrative and financial services to the College;
 - anyone you authorise the College to disclose information to; and
 - anyone to whom the College is required or authorised to disclose the information to by law, including child protection laws.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians.
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

¹ National Catholic Education Commission and Independent Schools Council of Australia Privacy Compliance Manual (August 2017).'

service provider's servers which may be situated outside Australia. Further information about the College's use of on online or 'cloud' service providers is contained in the College's Privacy Policy.

9. The College's Privacy Policy, accessible on the College's website, sets out how parents or pupils 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 pupil, or where pupils have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
10. The College's Privacy Policy also sets out how parents and pupils can make a complaint about a breach of the APPs and how the complaint will be handled.
11. The College 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 College'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.
12. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in College newsletters and magazines, on our intranet [and on our website]. this may include photographs and videos of pupil activities such as sporting events, College camps and College excursions. The College will obtain permissions [annually] from the pupil's parent or guardian (and from the student if appropriate) 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 pupils' and pupils' parents' contact details in a class list and College directory.
13. 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.

Student Photographs & 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 Office Melbourne (CEOM) 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.

Parent Consent Form

The Emmaus College Board protocols require that photographs of students not be included on the College website 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 access the online consent form using the link below

[Parent Consent Form](#)