

## Standard Collection Notice <sup>1</sup>

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1. The College 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 and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable the College, Catholic Education Offices and the Catholic Education Commission of Victoria Ltd (CECV) to meet their 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 the College collects 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 a College 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 as defined by the Disability Discrimination Act 1992) is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. The School may require 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 College is not provided, this may affect the College'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 College may disclose personal and sensitive information for **educational, administrative and support** purposes. 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 (apps) such as Care Monkey, which may include email and instant messaging.
  - school systems, including the integrate Catholic Online Network (ICON), Google's 'G Suite' including Gmail (limited use at Emmaus), School Box and Microsoft 365. Limited personal information (including personal learning plans) may be collected and processed or stored by these providers in connection with these services.
  - CECV and Catholic Education Offices to discharge its responsibilities under the Australian Education Regulation 2013 (Regulation) and the Australian Education Act 2013 (Cth) (AE Act) relating to students with a disability, including ongoing evaluation of funding adequacy for individual students.
  - CECV to support the training of selected staff in the use of school systems, such as ICON.
  - another school to facilitate the transfer of a student.
  - Federal and State government departments and agencies acting on behalf of the government e.g. for audit purposes.
  - health service providers and people providing educational support and health services to the

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

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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 child protection laws.
7. The College is required by the Federal Australian Education Regulation (2013) and the Australian Education Act 2013 (Cth) (AE Act) to collect and disclose certain information under the Nationally Consistent Collection of Data (NCCD) on students with a disability. The school provides the required information at an individual student level to the Catholic Education Offices and the CECV as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.
  8. Personal information collected from pupils is regularly disclosed to their parents or guardians.
  9. The College may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These services may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia.
  10. The College 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 and will endeavour to ensure it will be located in countries with substantially similar protections such as the APPs.
  11. 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.
  12. The College's Privacy Policy also sets out how parents and pupils can make a complaint if they believe that the College has interfered with their privacy and how the complaint will be handled.
  13. 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.
  14. 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.
  15. 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](#)**