

ST. PATRICK'S PRIMARY SCHOOL, KILMORE

STANDARD COLLECTION NOTICE

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

1. St Patrick's Primary School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at St Patrick's Primary School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable St Patrick's Primary School 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 St Patrick's Primary School.
2. Some of the information we collect is to satisfy St Patrick's Primary School's legal obligations, particularly to enable St Patrick's Primary 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 is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988 (Cwth)*. We may ask you to provide medical reports about students from time to time.
5. St Patrick's Primary School 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 to schools and school systems such as the Integrated Catholic Online Network (ICON) system;
 - 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 St Patrick's Primary School, including specialist visiting teachers, sports coaches, volunteers and counsellors;
 - anyone you authorise St Patrick's Primary School 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 Patrick's Primary School 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. Where personal information is held by GAFE it will be limited and may include:
Name
Email Address
Student Date of Birth
Personal information held by GAFE will be stored in accordance with APPs.
9. St Patrick's Primary School may store personal information in the 'cloud', which may mean that it resides on servers, which are situated outside Australia.
10. St Patrick's Primary School uses the services of a third party online provider, which may be accessible by you. St Patrick's Primary School has made reasonable efforts to be satisfied about the security of any personal information stored outside Australia as not all countries are bound by laws, which provide the same level of protection for personal information provided by the APPs.
11. Where personal and sensitive information is retained by the CECV by a cloud service provider for educational and administrative purposes, it will be stored on servers located within Australia. This includes the Integrated Catholic Online Network (ICON) system.
12. St Patrick's Primary School's Privacy Policy is accessible via St Patrick's Primary School website, newsletter, handbook or from St Patrick's Primary School office.
The policy sets out how parents, guardians or students may seek access to personal information collected about them. However, there may 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 St Patrick's Primary School's duty of care to the student, or where students have provided information in confidence.
13. St Patrick's Primary School'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 Patrick's Primary 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 St Patrick's Primary 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. St Patrick's Primary 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 student's and parents' contact details in a class list and School directory.]†
16. If you provide St Patrick's Primary 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 St Patrick's Primary School and why, that they can access that information if they wish and that St Patrick's Primary School does not usually disclose this information to third parties.