

MACKILLOP STANDARD COLLECTION NOTICE

1. The College collects personal information, including sensitive information about students and parents/guardians before and during the course of a student'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, Catholic Education Offices and the Catholic Education Commission of Victoria Ltd (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 College.
2. Some of the information we collect 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 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. The College may disclose personal and sensitive information for administrative, educational and support purposes. This may include to:
 - College service providers such as the CECV, Catholic Education Offices, parish, school governing bodies and other dioceses;
 - third party service providers that provide educational support services or applications to Colleges and College systems including the Integrated Catholic Online Network (ICON), Office 365 (Microsoft) and Google Apps for Education (GAFE) 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 College, including specialist visiting teachers, sports coaches, volunteers and counsellors;
 - anyone you authorise the College 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/guardians.
7. The College also uses GAFE (an Internet cloud technology) including Gmail. Through the use of these services, personal information of pupils or parents/guardians may be transferred, stored and processed by Google in the United States, or any other country through which Google provides these services. College personnel, the CECV and its service providers may have the ability to access, monitor, use or disclose emails, communications (eg instant messaging), documents and associated administrative data for the purposes of administering the system and ensuring its proper use.

8. Personal information collected and held by Google to deliver GAFE will be limited and may include:

- Name
- Email Address
- Student Date of Birth

This personal information will be stored and processed by Google in accordance with the contract CECV has entered into with Google on behalf of the College, which requires Google to take appropriate steps to protect the personal information.

9. The School also uses Microsoft Office 365 (an Internet cloud technology). Through the use of these services, personal information of pupils may be transferred, stored and processed by Microsoft in Australia.

Where personal information is held by Microsoft Office 365 it will be limited and may include:

- Name
- Email Address
- Student Date of Birth

Personal information held by Office 365 will be stored in accordance with APPs.

10. The School also uses MailChimp (an Internet emailing company). Through the use of these services, personal information of parents / pupils may be transferred, stored and processed by MailChimp in the USA.

Where personal information is held by MailChimp it will be limited and may include:

- Name
- Email Address

Personal information held by MailChimp will be stored in accordance with 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. The College's Privacy Policy is accessible via the school website or from the College office. The policy sets out how parents/guardians or students 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, or may result in a breach of the College'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. The College's Privacy Policy also sets out how parents/guardians and students can make a complaint about a breach of the APPs and how the complaint will be handled.

14. 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.

15. The College obtains permission from parents/guardians of students upon enrolment to use photographs and videos of student activities such as academic and sporting events, school camps and excursions and similar news which is published in College newsletters and magazines, on our intranet and on our website.

16. If you provide the College 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 College and why. Also, that they can request access to and correction of that information if they wish, and to refer them to the College's Privacy Policy for further details about such requests and how the College otherwise handles personal information it collects.