ST JUDE'S PRIMARY SCHOOL
Mercy Peace Love

St Jude's Parish Primary School
Langwarrin

1.12 STANDARD COLLECTION NOTICE

1. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations and may be direct or from another source. Health information about students is sensitive information within the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. The School may request medical reports about students from time to time and may otherwise collect sensitive information about students and their families. The school may use a software application, such as School Wide Information System (SWIS), to collect, access and store information about student behaviour. The primary purpose of collecting this information is to enable the 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 the School. The information we collect is to satisfy the School's legal obligations.

2. 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.

3. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988 (Cwth)*. The school may request that you provide medical reports about students as required.

4. The School may disclose personal and sensitive information for administrative, educational and support purposes. This may include:
    - 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;
- another school to facilitate the transfer of a student;
- government departments;
- medical practitioners, and people providing educational, support and health services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors;
- anyone you authorise the School to disclose information to; and
- anyone to whom we are required or authorised to disclose the information to by law.

5. The School may also store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia. Where personal and sensitive information is retained by the CECV by a cloud service provider to facilitate HR and staff administrative support, this information will be stored on servers located within Australia. This includes the Integrated Catholic Online Network (ICON) system. All data is stored within Google data centres. These data centres are geographically spread and data is often replicated across multiple sites for purposes of redundancy. This multi site replication makes it impractical to determine the exact geographical location of all data. All Google data centres have a consistent approach to security and privacy adhering to the following standards: SSAE 16 / ISAE 3402 Type II, SOC 2-audited and have achieved ISO 27001 certification. For industries or geographies subject to specific regulations, Google Drive supports FISMA, FERPA, and HIPAA and adheres to the Safe Harbor Privacy Principles.
(http://www.google.com/about/datacenters/inside/locations/index.html)

6. 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.

7. The School's Privacy Policy is accessible via the school website and available upon request from the school office. The 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.

8. The School’s Privacy 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 the School's duty of care to the student, or where students have provided information in confidence.

9. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters, social media 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. The School will obtain permissions on enrolment from the student's parent or guardian 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.

10. If you provide the 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 the School and why, that they can access that information if they wish and that the School does not usually disclose this information to third parties.

Reviewed 8/3/2019