

Christ Our Holy Redeemer School	System Update:28.05. 2020	
Version 0.2	Date of Next Review: 28.05..2023	

Christ Our Holy Redeemer Primary School Standard Collection Notice Policy

Introduction

Christ Our Holy Redeemer Primary School Primary School collects personal information, including sensitive information about students and parents or guardians and family members before and during the course of a student's enrolment at the School. This may be in writing, through technology systems 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 School, 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 School.

Definitions

Personal information: is information or opinion, whether true or not, about a person whose identity is apparent, or can reasonably be ascertained, from the information or opinion – that is recorded in any form. For example, a person's name, address, phone number and date of birth (age). De-identified information about Students can also be personal information.

Health information: is information or opinion about a person's physical, mental or psychological health or disability, that is also personal information – whether in writing or not. This includes information or opinion about a person's health status and medical history, immunisation status and allergies, as well as counselling records.

Sensitive information: is information or opinion about a set of specific characteristics, including a person's racial or ethnic origin, political opinions or affiliations, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices; or criminal record. It also includes health information.

Implementation

Some of the information Christ Our Holy Redeemer Primary School collects is to satisfy Christ Our Holy Redeemer Primary School's legal obligations, particularly to enable Christ Our Holy Redeemer Primary School to discharge its duty of care.

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.

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*. Christ Our Holy Redeemer Primary School may require medical reports about students from time to time and may otherwise collect sensitive information about students and their families.

If any personal information requested by Christ Our Holy Redeemer Primary School is not provided, this may affect Christ Our Holy Redeemer Primary School's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit Christ Our Holy Redeemer Primary School.

Christ Our Holy Redeemer School	System Update:28.05. 2020	
Version 0.2	Date of Next Review: 28.05..2023	

Christ Our Holy Redeemer Primary School may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:

- third party service providers that provide online educational and assessment support services or applications (careMonkey & Flexibuzz), which may include email and instant messaging
- School systems, including the Integrated Catholic Online Network (ICON) and Google's 'G Suite' including Gmail. Limited personal information^ 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 schools' 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 Christ Our Holy Redeemer Primary 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 Christ Our Holy Redeemer Primary School
- anyone you authorise Christ Our Holy Redeemer Primary School to disclose information to; and
- anyone to whom Christ Our Holy Redeemer Primary School is required or authorised to disclose the information to by law, including under child protection laws.

Christ Our Holy Redeemer Primary School is required by the Federal *Australian Education Regulation (2013) and 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. Christ Our Holy Redeemer Primary 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.

Personal information collected from students and is regularly disclosed to their parents or guardians.

Where an enrolment application is made to another School, personal information including health information provided during the application stage may be collected from, or shared with, the other school.

Christ Our Holy Redeemer Primary School may use online or 'cloud' service providers to store personal information and to provide services to the School 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 service provider's server/s, which may be situated outside Australia. Further information about the School's use of an online or 'cloud' service providers is contained in the School's Privacy Policy.

Christ Our Holy Redeemer School	System Update:28.05. 2020	
Version 0.2	Date of Next Review: 28.05..2023	

The School's Privacy Policy, accessible on the School's website, sets out how parents, guardians or students may seek access to and correction of their personal information which the School 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 School's duty of care to the student, where students have provided information in confidence or where the School is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).

Christ Our Holy Redeemer Primary School 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 as the APPs.

Where personal, including sensitive information is held by a cloud computing service provider on behalf of CECV for educational and administrative purposes, it may be stored on servers located within or outside Australia.

School personnel and Christ Our Holy Redeemer Primary School's service providers, and the CECV and its 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 ICON system and ensuring its proper use.

Christ Our Holy Redeemer Primary School may disclose limited personal information to Oakleigh Parish to facilitate religious and sacramental programs, and other activities such as fundraising.

Christ Our Holy Redeemer Primary School's Privacy Policy is accessible via Christ Our Holy Redeemer Primary School website, newsletter, handbook, or from Christ Our Holy Redeemer Primary School office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which Christ Our Holy Redeemer Primary School 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 Christ Our Holy Redeemer Primary School'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.

Christ Our Holy Redeemer Primary School's Privacy Policy also sets out how parents and students can make a complaint if they believe there has been a breach of the APPs and how the complaint will be handled.

Christ Our Holy Redeemer Primary School may engage in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

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. Christ Our Holy Redeemer Primary School will obtain permissions from the student's parent or guardian (and from the student if appropriate) prior to publication to enable Christ Our Holy Redeemer Primary School 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. Christ Our Holy Redeemer Primary School may obtain permissions annually, or as part of the enrolment process. Permissions obtained at enrolment may apply for the duration of the student's enrolment at Christ Our Holy Redeemer Primary School unless Christ Our Holy Redeemer Primary School is notified otherwise.

Christ Our Holy Redeemer School	System Update:28.05. 2020	
Version 0.2	Date of Next Review: 28.05..2023	

Annually, Christ Our Holy Redeemer Primary School will remind parents and guardians to notify Christ Our Holy Redeemer Primary School if they wish to vary the permissions previously provided.

Where parents or guardians provide the School with the personal information of others, such as the names of other family members, doctors or emergency contacts, we encourage them to inform the individual that they are disclosing this information to the school and the purpose for doing so.

References:

- Catholic Education Commission Victoria 2020; Sample Standard Collection Notice 2020;
- Commonwealth Government 1988, Privacy Act;
- Commonwealth Government 2013; Australian Education Regulation
- Office of the Australian Information Commissioner (OAIC) 2014, Australian Privacy Principals;
- Victorian Department of Education & Training 2018, Information & Privacy Guideines;
- Victorian Government 2001, Health Records Act;