



Avila College

COLLECTION OF INFORMATION NOTICE

Title	Collection of Information Notice
Date	March 2015
Author	Principal Director of People and Culture
Version Status	HR0415P
Document Location	College Website, SIMON Intranet

1. Avila College (the College) 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 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 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 the school 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 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 (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 school is not provided this may affect the school's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the College.

6. The College may disclose personal and sensitive information for administrative, education and support purposes (or may permit the information to be directly collected by third parties). This may include:
- 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 or services in relation to school improvement survey; which may include email and Synergetic and Clickview instant messaging, SIMON Parent Portal, CareMonkey, College App
 - 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 the 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 College
 - Anyone you authorise the School to disclose information to; and
 - Anyone to whom the School is required to authorise to disclose the information to by law, including under child protection laws.
7. The College 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. 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 students is regularly disclosed to their parents or guardians.
9. The School may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia
10. Avila College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
11. 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 as the APPs.

12. The College's Privacy Policy contains further information about its use of cloud and other third-party service providers and any of their overseas locations.
13. 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.
14. College personnel and the 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.
15. The College may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
16. Avila College's Privacy Policy is available on our website www.avilacollege.vic.edu.au under the "our College – Policies" section and it contains details of how parents, guardians or students may seek access to and correction of their personal information collected about them. 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 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.
17. Avila College Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a concern.
18. When the College uses Google's G-Suite including Gmail, some personal information (usually limited to name and email address) about students, parents or guardians may be transferred, stored and processed by Google in the United States, or in any other country through which Google provides these services or where it processes and stores information. This personal information will be stored and processed by Google in accordance with Google's terms and conditions stated in the G-Suite for Education Agreement which the College entered into with Google.
19. As you may know the College, from time to time, engages 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.
20. On occasion information such as academic and sporting achievements, student activities and similar news is published in Avila College's newsletters, magazines and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The College will obtain permissions annually via CareMonkey from the students' parent or guardian (and the student if appropriate) prior to publication if we would like to include photographs or other identifying material in promotional material for the College or otherwise make it available to the public such as on the internet. I

21. If you provide the school with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the School and why, that they can request access to and correction of that information if they wish and to also refer them to the College's Privacy Policy for further details about such request and how the school otherwise handles personal information it collects and complaints it receives.

VERSION HISTORY

Version	Date Issued	(Minor, Major Change)
March 2015	March 2015	
July 2018	30 July 2018	Minor
June 2019	July 2019	Minor

Policy approved by the Principal and ratified by the Executive Team	
Next Review Date	April 2020
People Responsible	Principal Director of People and Culture