

## **STANDARD COLLECTION NOTICE**

1. Santa Maria College collects personal information, including sensitive information about students and parents or 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 Commissions (CEC) 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 CEC, Catholic Education Offices, parish, school governing bodies and other dioceses;
  - third party service providers that provide educational support services or applications to schools and school systems;
  - applications, online tools or other services provided by a third party which the College 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 or guardians.

*Hospitality Compassion Justice Service Excellence*

7. Where personal, including sensitive information is held by a 'cloud' service provider on behalf of CEC for educational and administrative purposes, it will be stored on servers located within Australia.
8. The College's (Mercy Education Ltd) Privacy Policy is accessible via the College website, newsletter, handbook, 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.
9. The College's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
10. 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.
11. On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on our intranet [and on the College 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 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 College directory.
12. 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.