

STANDARD COLLECTION NOTICE - CLONARD COLLEGE

1. Clonard college collects personal information, including sensitive information about students and parents or carers and family members before and during the course of a student's enrolment at Clonard college. 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 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 Clonard college.
2. Some of the information Clonard College 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 college/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. Clonard College 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 Clonard College is not provided, this may affect the college'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. Clonard College 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:
 - College service providers such as the CECV, Catholic Education Offices, Clonard College governing bodies and other dioceses
 - third party service providers that provide online educational and assessment support services or applications (apps) including but not limited to: MS Office 365, Operoo, Mathletics and other educational applications used from time to time and may also include email and instant messaging
 - College systems, including administrative software (SAS) and MS Office 365. Limited personal information may be collected and processed or stored by these providers in connection with these services. The college may also upload medical and other personal information to facilitate appropriate management thereof.

- 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 Clonard College's systems, such as SAS
 - another school or college 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 Clonard College, 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 Clonard College
 - anyone you authorise Clonard College to disclose information to; and
 - anyone to whom Clonard College is required or authorised to disclose the information to by law, including under child protection laws.
7. Clonard 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. Clonard College 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 carers.
 9. If you make an enrolment application to another School/college, personal information including health information provided during the application stage may be collected from, or shared with, the other school/college.
 10. Clonard College may use online or 'cloud' service providers to store personal information and to provide services to the College 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 servers which may be situated outside Australia. Further information about Clonard College's use of an online or 'cloud' service providers is contained in Clonard College's Privacy Policy.
 11. Clonard College's Privacy Policy, accessible on the College's website, sets out how parents or students may seek access to and correction of their personal information which Clonard 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, where access may result in a breach of the College's duty of care to the student, where students have provided information in confidence or where Clonard

College 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).

12. Clonard 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.
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. Clonard College personnel and the college'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 SAS administrative system and ensuring its proper use.
15. Clonard College may disclose limited personal information to Clonard College parish to facilitate religious and sacramental programs, and other activities such as fundraising.
16. Clonard College 's Privacy Policy is accessible via the college website, newsletter, handbook, or from the College office. The policy sets out how parents, carers or students may seek access to, and correction of their personal information which Clonard 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 Clonard 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.
17. Clonard College'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.
18. Clonard 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.
19. 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 our website]. This may include photographs and videos of student activities such as sporting events, college camps and excursions. Clonard College will obtain permissions from the student's parent or carer (and from the student if appropriate) prior to publication to enable Clonard College 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. Clonard College 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 the college unless Clonard College is notified otherwise. Annually, Clonard College will remind parents and carers to notify the college if they wish to vary the permissions previously provided.
20. If you provide Clonard College 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 Clonard College and why.

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