

Our Lady of Sion College is bound by the National Privacy Laws. The College manages personal information in compliance with privacy laws including the Privacy Amendment (Enhancing Privacy Legislation) Act 2012 (Cth) and Health Records Act 2001 (Vic). The following collection notice provides an outline of why personal information is collected and where such information may be disclosed.

**Standard Collection Notice for Our Lady of Sion College**

1. Our Lady of Sion College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student’s enrolment at Our Lady of Sion College. This may be in writing, via technology systems, or in the course of conversations and may be direct from the individual or form 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 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 the College require that certain information is 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) is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. The College may ask you to provide medical reports about students.
5. If any personal information requested 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. Our Lady of Sion 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, parish, College 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 surveys, which may include email and instant messaging;
	* School systems, including the Integrated Catholic Online Network (ICON) and ‘Google Apps for Education’ (GAFE) 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 the College’s systems, such as ICON;
	* another school to facilitate the transfer of a student;
	* Federal and State government departments and agencies;
	* health service providers, and people providing educational support and health services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors and providers of learning and assessment tools;
	* assessment and educational authorities, including the Australian Curriculum Assessment and Reporting Authority (ACARA);
	* people providing administrative and financial services to the College;
	* anyone you authorise the College to provide with information;
	* anyone to whom the College is required or authorized to disclose 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) related to students with a disability. The 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 guardians.
9. If an enrolment application is lodged with another school, personal information, including health information, may be collected from, or shared with, the other school as part of the application/transfer process.
10. The College 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.
11. As not all countries are bound by the Australian Privacy Act and the 2014 amendments to the Act, 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.
12. The College also uses GAFE, including Gmail. Through the use of these services, personal information (usually limited to name and email address of students, parents or guardians) may be transferred and stored and processed by Google in the United States, or any other country through which Google provides these services or where it processes and stores information. The 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.
13. The countries in which servers of cloud service providers and other third party service providers may be located are:

* + USA
	+ Taiwan
	+ Singapore
	+ Finland
	+ Belgium
	+ Ireland
	+ Netherlands
1. 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. This includes the ICON system.
2. College personnel and the College 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.
3. The College’s Privacy Policy is accessible via the College website. 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, or where the College is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons if appropriate (unless given the grounds for refusal, it would be unreasonable to provide reasons).
4. The College’s Privacy Policy also sets out how parents, guardians students and their family can make a complaint about a breach of the APPs and how the complaint will be handled.
5. The College may engage in fundraising activities. Information received may be used to make an appeal to individuals. (It may also be disclosed to organisations that assist in the College’s fundraising activities solely for that purpose). The College will not disclose personal information to third parties for their own marketing purposes without the individual’s consent.
6. 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 College excursions. If the College would like to include such photographs or videos in our promotional material or otherwise make this material available to the public, such as on the Internet, the College will seek permission from parents or guardians prior to publication. The 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 school, unless the school is notified otherwise. Annually, the College will remind parents and guardians to notify the College if they want to vary the permissions previously provided.
7. If you provide the College with the personal information of others, such as doctor or emergency contacts, the College encourages you to inform them of the disclosure. The College’s Privacy Policy details how personal information can be accessed and corrected. The policy also outlines how the College handles personal information it collects from individuals.