

# Mackillop College Standard Collection Notice



## Collection of personal information

1. Mackillop College Werribee (the College) collects personal information, including sensitive information about students and parents/guardians/carers and family members before and during the course of a student's enrolment at the 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, Melbourne Archdiocese Catholic Schools Ltd (MACS) and the Catholic Education Commission of Victoria Ltd (CECV) to meet 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 College collects is to satisfy the College's legal obligations in relation to discharging its duty of care, and to satisfy the legal obligations of the College's governing authority, MACS.
3. Laws governing or relating to the operation of a college require certain information to be collected and disclosed. These include relevant education Acts and public health and child protection and immigration laws.
4. Health information about students, which includes information about any disability as defined by the *Disability Discrimination Act 1992* (Cth), is sensitive information within the terms of the Australian Privacy Principles under the *Privacy Act 1988* (Cth). The College may require medical reports about students from time to time and may otherwise collect sensitive information about students and their families.

## Consequences if information is not collected

5. If any personal information requested by the College is not provided, the main consequences for the individual if all or some of the personal information is not collected by the College, is that it 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.

## Use and disclosure of personal information

6. The College may disclose personal and sensitive information for administrative, educational and student support purposes, or may permit the information to be directly collected by third parties. Other entities, bodies or persons to which the College usually discloses personal information of the kind collected by the College include:
  - i. college service providers such as MACS, the CECV, college governing bodies and other dioceses
  - ii. third-party service providers that provide online educational and assessment support services, document and data management services, training and support services, hosting services, and software-as-a-service applications – for example, the Integrated Catholic Online Network (ICON), Synergetic, Office 365, Google G Suite, Adobe, SEQTA, Operoo, Skodel, MailChimp, Zoom, Sophos, Mimecast, and the Victorian Curriculum and Assessment Authority (VCAA)
  - iii. MACS and the CECV to discharge responsibilities under the Australian Education Regulation 2013 and the *Australian Education Act 2013* (Cth) relating to visa sub-classes, students with

- a disability, including audit processes and Nationally Consistent Collection of Data (NCCD) quality assurance processes
- iv. MACS and the CECV to support the College by undertaking assessments of students for the purpose of educational programming or external providers of health services such as counsellors, psychologists, college nursing services, dental vans. Specific consent is obtained to collect and disclose sensitive information and health information if it is required as part of a service request, which may include release of relevant medical or allied health reports, educational planning and evaluation documents such as personalised learning/behaviour/medical management plans
  - v. MACS and the CECV to support the training of selected staff in the use of college systems, such as ICON and ROSAE
  - vi. another college to facilitate the transfer of a student
  - vii. federal and state government departments and agencies acting on behalf of the government for compliance or audit purposes, or data collections, for example February and August census processes and census audits, NAPLAN, Australian Early Development Census
  - viii. people and organisations providing instructional services such as sports coaches, external training services, guest speakers, volunteers, counsellors and providers of learning and teaching consultancy support and student assessment services
  - ix. assessment and educational authorities, including the VCAA and the Australian Curriculum, Assessment and Reporting Authority (ACARA)
  - x. people providing administrative and financial services to the College
  - xi. anyone parents/guardians/carers authorise the College to disclose information to
  - xii. anyone to whom the College is required or authorised to disclose the information by law, including under the Child Information Sharing Scheme (CISS) and the Family Violence Information Sharing Scheme (FVISS) child protection and mandatory reporting laws.
7. The College is required by the *Australian Education Regulation 2013* (Cth) and the *Australian Education Act 2013* (Cth) (AE Act) to collect and disclose certain information to inform the Students with Disability (SwD) loading via the NCCD. The College provides the required information at an individual student level to MACS and the CECV, as an approved authority. Approved authorities must comply with reporting, record-keeping and data quality assurance and audit obligations under the AE Act. 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/guardians/carers.
  9. If a parent/guardian/carer makes an enrolment application to another college, personal information including health information provided during the application stage may be collected from, or shared with, the other college.
  10. The College may disclose limited personal information to the College parish to facilitate religious and sacramental programs, and other activities such as fundraising.
  11. The College may engage in fundraising activities. Information received from parents/guardians/carers may be used to make an appeal to the parent/guardian/carer. The information may 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 marketing purposes without parent/guardian/carer consent.
  12. On occasion, information such as academic and sporting achievements, student activities and similar news is published in college newsletters and magazines, on the College intranet and on the College website. This may include photographs and videos of student activities such as

sporting events, college camps and college excursions. The College will obtain permission from the student's parent/guardian/carer and from the student if appropriate, prior to publication to enable the College to include such photographs or videos, or other identifying material, in the promotional material or otherwise make this material available to the public. The College may obtain permission annually, or as part of the enrolment process. Permission obtained at enrolment may apply for the duration of the student's enrolment at the College unless the College is notified otherwise. Annually, the College will remind parents/guardians/carers to notify the College if they wish to vary the permission previously provided. The College may include student and parent/guardian/carer contact details in a class list and College directory.

13. The 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.

### Access to personal information

14. The College's Privacy Policy, accessible on the College's website, contains information about how parents/guardians/carers or students may access personal information about them that is held by the College and seek the correction of such information.

### Disclosure to overseas recipients

15. The College may disclose personal information about an individual to overseas recipients to facilitate for example, a College exchange or a student overseas tour.
16. Where personal information is held by a cloud computing service provider on behalf of the College for educational and administrative purposes, it may be stored on servers located within or outside Australia.
17. The countries in which the servers of cloud service providers and other third party service providers are located may include Australia, United States of America and Singapore.
18. Otherwise, it is not practicable to specify in this notice the countries in which overseas recipients of personal information are likely to be located.

### Complaints

19. The College's Privacy Policy contains information about how parents/guardians/carers and students may complain about a breach of the Australian Privacy Principles and how the College will deal with such a complaint.

### Details of the College

20. The College and its contact details are:

#### **Mackillop College Werribee**

Email [enquiries@mackillop.vic.edue.au](mailto:enquiries@mackillop.vic.edue.au)

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