



# STAR OF THE SEA COLLEGE

## Standard Collection Notice Policy

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Star of the Sea College is a Catholic Independent Girls' school, founded by the Presentation Sisters in 1883. Since 2014, Star of the Sea College has operated under the auspices of Kildare Ministries.

At Star of the Sea College we hold the care, safety and wellbeing of our students as a central and fundamental responsibility of our College. Our commitment is drawn from, and inherent in, the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel: CECV Commitment Statement to Child Safety.

The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ's teaching: that is why the promotion of the human person is the goal of the Catholic School (Congregation for Catholic Education 1997, n.9).

### **Rationale**

1. The 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 to provide schooling to the student and to enable them to take part in all the activities of the College.
2. Some of the information collected 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 under the Privacy Act. The College may ask for medical reports about students from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, [Catholic Education Melbourne, the Catholic Education Commission of Victoria, the Melbourne Archdiocese and the parish, schools within this Dioceses/other Dioceses, medical practitioners, and people providing services to the College, including specialist visiting teachers, coaches, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.



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8. The College's Privacy Policy sets out how parents or students may seek access to personal information. However, there will be occasions when access is denied. Such occasions would include 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, or where students have provided information in confidence.
  9. The College asks for specific permission to compile lists of parent email addresses for pastoral purposes.
  10. The College Privacy Policy also sets out a complaints process if there is a breach of privacy.
  11. From time to time the College engages in fundraising activities. Information received may be used during an appeal process. 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 consent.
  12. Information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines and on the website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines, the Intranet, College social media sites such as Facebook and Linked In, and the College Website. The College will obtain separate permissions from the students' parent or guardian prior to publication if photographs or other identifying material is to be used in promotional material for the College or otherwise make it available to the third party websites or publications.
  13. Personal information of others is provided by a parent on occasion, such as doctors or emergency contacts. The College encourages the parent to inform the third party of this disclosure, the reasons why and the process they can take to access that information if they wish. The College does not usually disclose this information to other third parties.



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Responsible Officer:	Risk and Compliance Manager
Approved By:	Principal
Approved & Commenced:	2016
Review By:	November 2020
Relevant Legislation:	Privacy and Data Protection Bill 2014 (Vic )
Related Policies & Procedures:	<b>CECV Policies</b> 1.123 Privacy Policy of the Catholic Education Commission of Victoria Ltd(CECV 2016)  <b>Catholic Education Melbourne Policies</b> <a href="#">Policy 2.21 Privacy Policy</a> Contactor/Volunteer collection Notice Grievance Procedures Volunteer's Policy IT Disaster Recovery Plan Business Continuity Plan
Version:	2
Amendments to Version:	Reviewed March 2019 and updated to include new formatting and policy references