



## COLLECTION NOTICES

### Standard Collection Notice

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil'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 pupils enrolled in the school, exercise its duty of care and perform necessary associated administrative activities, which will enable pupils 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 College require certain information to be collected and disclosed. These include relevant *Education Acts*, and Public Health and *Child Protection Legislation*.
4. Health information about pupils 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 pupils from time to time.
5. The College may disclose personal and sensitive information to others for administrative, educational purposes and support purposes. This may include to Other Colleges and teachers at those Colleges; government departments, the Catholic Education Office, the Catholic Education Commission, the College's local diocese and the parish, Colleges within other Dioceses, medical practitioners; people providing educational, support and health services to the College, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools; assessment and educational authorities
6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
7. 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 may access their services. This personal information may reside on a cloud service provider's servers that may be situated outside Australia.
8. The College's *Privacy Policy* sets out how parents or pupils may seek access to and correction of their personal information 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, where access may result in a breach of the College's duty of care to the pupil, or where pupils 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 you may complain about a breach of the APPS and how the complaint will be handled.
10. The College from time to time 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, pupil activities and similar news is published in College newsletters and magazines, on the College intranet and website. This may include photographs and videos of pupil activities such as sporting events, College camps and College excursions. The College will obtain separate permissions from the pupils' parents or guardians if we wish to include photographs

or other identifying material in promotional material for the College or otherwise make it available to the public such as on the internet.

12. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why.
13. The College's Privacy Policy is available on the College website for your information at <http://www.stgregs.nsw.edu.au/privacy>.

## Volunteer Collection Notice

1. In offering to provide voluntary services to the College, you will be providing St Gregory's College Campbelltown with personal information. We are located at 100 Badgally Road, Gregory Hills NSW 2557 and can be contacted on 02 4629 4222 or by email at [enquiries@stgregs.nsw.edu.au](mailto:enquiries@stgregs.nsw.edu.au).
2. If you provide us with personal information, for example your name and address or information contained on the student enrolment application or other documents, we will collect that information.
3. You agree that we may store this information for a period of at least 7 years and after that period, we will destroy it.
4. The College's *Privacy Policy* sets out how you may seek access to your personal information and how you may complain about a breach of the *Australian Privacy Principles*.
5. We will not disclose this information to a third party without your consent.
6. As part of the engagement process the College will conduct a criminal record check and a *Working With Children Check* regarding whether you are or have been the subject of an *Apprehended Violence Order* or certain criminal offences under *Child Protection Legislation* respectively. We may also collect personal information about you in accordance with these checks.
7. The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why and that they can access that information if they wish, but be advised that the College does not usually disclose the information to third parties.
9. The College's Privacy Policy is available on the College website for your information at <http://www.stgregs.nsw.edu.au/privacy>.

## Old Boys' Association Collection Notice

1. *St Gregory's College Foundation* may collect personal information from *Old Boys* from time to time. The primary purpose of collecting this information is to enable us to inform you about our activities and the activities of St Gregory's College Campbelltown and to keep alumni members informed about other members.
2. We must have the information referred to above to enable us to continue your membership in the *Old Boys Association*.
3. As you know, from time to time we engage in fundraising activities. The information received from you may be used to make an appeal to you. It may also be used by St Gregory's College Campbelltown to assist in its fundraising activities. If you do not agree to this, please contact the *Foundation Office*.
4. *St Gregory's College Foundation* may publish details about you or photographs of you in our alumni publication, *In-Touch*, or on the College website. If you do not agree to this, please contact the *Foundation Office*.
5. The College's *Privacy Policy* (please refer page 1) contains details of how you may seek access to personal information collected about you or how you may complain about a breach of the *Australian Privacy Principles*.
6. The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If you provide personal information to us about other people, we encourage you to inform them of the above matters.
8. The College's *Privacy Policy* is available on the College website for your information at <http://www.stgregs.nsw.edu.au/privacy>

## Contractor Collection Notice

1. In applying to provide services to the College, you will be providing St Gregory's College Campbelltown with personal information. We are located at 100 Badgally Road, Gregory Hills NSW 2557 and can be contacted on 02 4629 4222 or by email at [enquiries@stgregs.nsw.edu.au](mailto:enquiries@stgregs.nsw.edu.au) .
2. If you provide us with personal information on yourself or members of your organisation, for example your name and address or information contained on your tender or offer, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for a period of at least 7 years and after that period, we will destroy it.
4. The College's *Privacy Policy* sets out how you may seek access to your personal information and how you may complain about a breach of the *Australian Privacy Principles*.
5. We will not disclose this information to a third party without your consent.
6. As part of the engagement process the College will conduct a criminal record check and a *Working With Children Check* regarding whether you or members of your organisation are or have been the subject of an *Apprehended Violence Order* or certain criminal offences under *Child Protection Legislation* respectively. We may also collect personal information about you or members of your organisation in accordance with these checks.
7. The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why and that they can access that information if they wish, but be advised that the College does not usually disclose the information to third parties.
9. The College reserves the right to use the photo identification provided by the contractor as part of its internal process to produce a photo ID card that will allow that contractor to work on the College premises. The College will delete any photographs taken electronically on a mobile or other device after the ID card is produced.
10. The College's Privacy Policy is available on the College website for your information at <http://www.stgregs.nsw.edu.au/privacy>

## Employment Collection Notice

1. In applying for a position with the College, you will be providing St Gregory's College Campbelltown with personal information. We are located at 100 Badgally Road, Gregory Hills NSW 2557 and can be contacted on 02 4629 4222 or by email at [enquiries@stgregs.nsw.edu.au](mailto:enquiries@stgregs.nsw.edu.au) .
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. If your application is unsuccessful, the College will destroy your resume. If you specifically ask the College to retain your resume, it will be held for a reasonable amount of time and then destroyed.
3. The College's *Privacy Policy* contains details of how you may complain about a breach of the *Australian Privacy Principles* or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. We will not disclose this information to a third party without your consent.
5. As part of the employment process, the College will conduct a criminal record check and a *Working With Children Check* regarding whether you are or have been the subject of an *Apprehended Violence Order* or certain criminal offences under *Child Protection Legislation* respectively. We may also collect personal information about you in accordance with these checks.
6. The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why and that they can access that information if they wish, but be advised that the College does not usually disclose the information to third parties.
8. The College's Privacy Policy is available on the College website for your information at <http://www.stgregs.nsw.edu.au/privacy>

## Collection of school information by the Australian Government under the *Australian Education Act 2013*

Dear Parent/Guardian

### Collection of information about schools

The Australian Government provides funding to Australian schools under the *Australian Education Act 2013*. That Act and the associated *Australian Education Regulation 2013* require that your child's school provide the Australian Government with certain information about the school, its financial arrangements, and its student body, in order that the funding is properly calculated and accounted for.

### What information is collected by the Australian Government?

The authority that operates your child's school such as, a state or territory education department, a Catholic Education Office, or an independent school authority, will provide basic information about the school to the Australian Government, such as its name, address, contact details, years of schooling, and number and makeup of its staff.

The authority must provide the Australian Government with information about the school's finances, including annual audited financial statements and certification that Government funding has been used for proper purposes relating to education.

In addition, the authority will provide certain performance information at an aggregate level, including student attendance rates, student results in the National Assessment Program, and for secondary schools, post-school student destinations; such as going into the workforce, vocational education and training, or higher education.

The authority is required to publish much of this information, and it is also published by the Australian Curriculum Assessment and Reporting Authority (ACARA) on the *myschool* web site at [www.myschool.edu.au](http://www.myschool.edu.au).

The school authority must also provide information to the Australian Government about the makeup of the school's student body during an annual school census. This is because Australian Government funding varies according to whether students are primary, secondary, receiving distance education, or are overseas students; and is calculated to provide additional funding, called 'loadings', for students at educational disadvantage.

The authority must provide information about the number of students attending the school, including the number of:

- primary and secondary students
- full-time and part-time students
- Aboriginal and Torres Strait Islander students
- students with disability
- students with low English proficiency
- students receiving distance education
- boarding students
- overseas students.

## **Who receives this information?**

Most of the information is provided by school authorities to the Australian Government Department of Education. Some of it is provided directly to ACARA.

The Department of Education may in turn pass the information on to ACARA, state and territory education departments and authorities, the Australian Bureau of Statistics (ABS), and the Productivity Commission. The department will also provide the information to other organisations if required or authorised by law to do so.

## **Why is this information collected?**

The Department of Education collects information about schools under the *Australian Education Act 2013* for the purposes of that Act, which include:

- calculation of Australian Government funding
- oversight of funding conditions and requirements
- monitoring of financial performance and educational outcomes of schools
- publishing and providing information about schools to the public.

The department also uses the information for research, statistical analysis, and policy development on school education for the Australian Government.

Information passed to ACARA, state and territory education authorities, the ABS, and the Productivity Commission is used by those organisations for their public purposes. For example, the information collected from school authorities under the *Australian Education Act 2013* forms part of the national statistical collection maintained by the ABS.

## **Is my child identified in the information collected by the Australian Government?**

Where school authorities are required to provide the Australian Government with information about students, that information is aggregated statistical data that does not identify individual students. The information is not matched with any other information held by the Australian Government that can be used to identify individual students.

However, from time to time the Department of Education engages contractors to audit or verify school records, to ensure that the information that a school provides to the department is accurate. The information previously collected by the department may also be passed onto these contractors for this purpose.

When carrying out an audit, the contractors may need to access information about individual students from the school's records. This information may be 'personal information' within the meaning given in the Privacy Act 1988. The contractors may pass this information onto officers within the department if there is a discrepancy in the data provided by the school and the school's records and further investigation is required.

There may be other circumstances in which a school authority will voluntarily provide information about individual students to the department, when seeking additional funding for those students. Most commonly, these are where a student has not been in attendance at a school during the annual school census but the authority wishes to receive funding for him or her, and where the authority believes that the demographics of the students at the school are not representative of the households in the ABS statistical areas serviced by the school.

Other than in exceptional circumstances (for example, investigation of fraud relating to overseas students), the department does not disclose personal information to any overseas recipients.

## Contacts for further information

If you have questions about the collection of information about schools by the Australian Government under the Australian Education Act 2013, please contact:

The Recurrent Assistance for Schools team at: [GrantsandData.help@education.gov.au](mailto:GrantsandData.help@education.gov.au).

The Department of Education's privacy policy is available on the department's website at [www.education.gov.au](http://www.education.gov.au). The privacy policy contains information about:

- how individuals can access and seek correction of the personal information held by the department
- how complaints about breaches of the *Privacy Act 1988* can be made
- how the department will deal with these complaints.

If you wish to contact the department about privacy related matters, please e-mail the department at [privacy@deewr.gov.au](mailto:privacy@deewr.gov.au) or write to:

### Privacy Contact Officer

Legal and Compliance Group

Location C12MT1

Department of Education

GPO Box 9980

Canberra ACT 2601