



ST GREGORY'S COLLEGE CAMPBELLTOWN

STUDENT ENROLMENT INFORMATION COLLECTION NOTICE

This Collection Notice explains in general terms how we protect the privacy of the personal information you provide when you are enrolling your child or your child is enrolled at the St Gregory's College. In reviewing this Collection Notice and providing us with your personal information, you consent to our collection, use and disclosure of that information in the manner set out below, unless you tell us otherwise.

1. St Gregory's College collects personal information, including sensitive information about students and parents or guardians and family members 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 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 the 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 require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
4. The College may request medical reports and health information about students from time to time to discharge its legal duty of care to the student and to other students and staff. This includes a student's asthma and anaphylaxis action plans, as well as any other health or medical information which is reasonably likely to impact on the College's ability to provide educational, first aid and related services.
5. A student's health and medical information will be disseminated and used within the College to best meet the College's duty of care responsibilities. This may include the use of photographs with health action plans to facilitate the identification of students who may be at heightened risk.

Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988.

6. The 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:
 - government departments;
 - third party service providers that provide online educational and assessment support services or applications (apps), which may include email and instant messaging;
 - another School or College to facilitate the transfer of a student;
 - medical practitioners, and 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, including the Australian Curriculum, Assessment and Reporting Authority;
 - people providing administrative and financial services to the College;
 - anyone you authorise the College to disclose information to; and
 - anyone to whom the College is required or authorised to disclose the information to by law, including under child protection laws.



ST GREGORY'S COLLEGE CAMPBELLTOWN

STUDENT ENROLMENT INFORMATION COLLECTION NOTICE

7. if this information is not provided to us, the College:

- a) may not be able to enrol or continue the enrolment of the student or permit the student to take part in an activity.
 - b) will not be able to fully discharge its duty of care to its students and staff.
8. The College will engage in fundraising activities from time to time. Information received from you may be used for these purposes. It may also be disclosed to the College's Parent & Friends Association who assist in the fundraising activities of the College. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
9. 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. This may mean that personal information may be stored or processed outside Australia. The College's Privacy Policy contains further information about its use of cloud and other third-party service providers and any of their overseas locations.
10. The College's Privacy Policy is accessible via the College website or from the College office. 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. Any refusal will be notified in writing with reasons if appropriate.
11. 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.
12. On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on physical displays throughout the College and on our intranet. This may include photographs and videos of student activities such as sporting events, College camps and College excursions.

The College will obtain separate permissions from the student's parent or guardian (and from the student if appropriate) prior to including such photographs or videos or other identifying material in our promotional material or otherwise making this material available to the public, such as on the internet.

The College will obtain separate permissions from the student's parent or guardian prior to including personal information on class lists or College directories.

If you provide the College with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can request access to and correction of that information if they wish and to also refer them to the College's Privacy Policy for further details about such requests and how the College otherwise handles personal information it collects and complaints it receives.



ST GREGORY'S COLLEGE CAMPBELLTOWN

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.

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.



ST GREGORY'S COLLEGE CAMPBELLTOWN

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

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



ST GREGORY'S COLLEGE CAMPBELLTOWN

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

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.

The Department of Education's privacy policy is available on the department's website at 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 or write to:

Privacy Contact Officer

Legal and Compliance Group
Location C12MT1
Department of Education
GPO Box 9980
Canberra ACT 2601