STANDARD COLLECTION NOTICE

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 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 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. We may ask you to provide 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 College. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, the College's local diocese and the parish, schools within other Dioceses/other Dioceses, medical practitioners, and people providing services to the College, including specialist visiting teachers, music tutors, sports 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.

8. The College's Privacy Policy sets out how parents or students may seek access to personal information collected about them. 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 Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.

10. As you may know the College from time to time engages 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, student activities and similar news is published in College newsletters and magazines and on our website. Photographs of student activities such as sporting events, College camps and College excursions may be taken for publication in College newsletters and magazines and on our website. The College will not obtain separate permissions from the students’ parent or guardian 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. We may include students' and students' parents' contact details in a class list and College directory.
13. 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, that they can access that information if they wish and that the College does not usually disclose this information to third parties.

14. By providing us with your personal information, you agree that we may store this information for as long as it is needed or for as long as we are legally bound to store such information.

15. By collecting your personal information for the purposes outlined above, the College agrees to store such information in a secure place so it cannot be accessed by anyone without proper authority to use such information, except information stored in the ‘cloud’, as in Point 7 above.

16. You may choose to not provide any information requested or to withdraw consent for use of information collected. But if you do so, you accept that this may impact on the College’s ability to undertake the purposes for which the information was required, as outlined above. The College accepts no responsibility for any impact on the schooling of the student, or their ability to participate in an activity, if all relevant personal information was not provided by the parent or student, as and when requested.

17. If you do not consent to the use of any of the above information for yourself or your student for any of the purposes stated above, including the use of photographs or other identifying material, you will need to complete a “Withdrawal of Photograph/Video Permission” form or to notify us in writing of any other withdrawal of consent. This withdrawal of consent should be provided to the College as soon as possible. We can be contacted at 35 Thomas Carr Drive Tarneit Victoria 3029, by email privacyofficer@thomascarr.vic.edu.au or by phone 87342444.