

# Privacy Collection Notice



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## 1. CONTEXT

Saint Ignatius' College Riverview (the College) is a Catholic, Jesuit boarding school for boys from Year 5 to Year 12. Situated on the beautiful Lane Cove River in Sydney NSW, it has an enrolment of over 1600 students. The College is conducted by the Society of Jesus and is part of a worldwide network of Jesuit schools and universities.

Established in 1880, the College is committed to an education for each student that proposes Christ as the model for human life by promoting the spiritual, academic, social, physical and experiential growth of its students.

The educational program at the College is dedicated to the holistic formation of the human person and does so through the pursuit of 'human excellence'. We seek to form, in companionship with parents, young men who are highly competent, committed, compassionate and with a developed conscience. We seek to form young men who are for and with others.

The purpose of the College policies and procedures is to provide a framework which ensures that the safety, individual care (*cura personalis*) and dignity of each person is paramount.

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## 2. PRINCIPLES

Saint Ignatius College Riverview is fully committed to respecting all individuals, including adults and children both within the College and the wider community.

The College is bound by the Australian Privacy Principles (APPs) contained in the Commonwealth Privacy Act 1988 (Privacy Act). The Act and the APPs regulate the way private sector organisations collect, use, keep, secure and disclose personal information.

In relation to health records, the College is also bound by the NSW Health Privacy Principles which are contained in the Health Records and Information Privacy Act 2002 (NSW) (Health Records Act).

The College treats the handling of personal information of students, parents, employees and others in accordance with the 'Privacy Act' and 'Health Records Act'.

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## 3. PURPOSE

The following Privacy Collection Notice relates to the purposes that the College collects personal information. This Privacy Collection Notice accompanies the College's Privacy Policy.

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## 4. POLICY

### 4.1 Purpose of Collection: Employment, Contractors and Volunteers

Personal information of job applicants and contractors is collected by the College to assess and, if successful, to engage the applicant or contractor.

The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities to enable the College and the volunteers to work together.

## 4.2 Split Families

In situations where parents are separated, it is the policy of the College to release school reports to the mother and father of the student upon request. It is also the policy of the College to allow both the mother and father of the student to attend parent/teacher interviews upon request. However, the College will abide by any court orders which prevent the release of such information.

## 4.3 Information from Third Parties

The College may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school or previous school reports.

### 4.3.1 Health Information of Students

Health information about students is categorised as sensitive information within the terms of the APPs and the Act. As the College holds health information of students and has an onsite Health Centre providing health services, the College is also required to comply with the *Health Records and Information Privacy Act 2002 (NSW) (HRIP Act)*.

The College will ask parents and carers, or students in some situations, to provide medical information about their child, from time to time, so the College may comply with our duty of care. This information may be collected via online processes that are compliant with the APPs and the HRIP Act.

Please be aware parents may not access the *My Health Record* of students 14 years or older without the consent of the student.

### 4.3.2 Disclosure and Exchange of Information: Administrative and Educational

When necessary, the College may disclose and/or exchange personal and sensitive information to others for administrative and educational purposes and/or for the care of students as prescribed by relevant legislation, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, the National Catholic Education Commission, Catholic Schools NSW Limited, Catholic School Agencies, Jesuit Education Australia Ltd, The Australian Province of the Society of Jesus, The Society of Jesus in Australia Limited, entities affiliated with The Society of Jesus in Australia Limited in Rome and the Vatican City State for the limited purpose of ensuring that both Australian and canon (Church) law safeguarding requirements are met, the local diocese and parish, administrative and financial providers, insurers, marketing and fundraising, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches, counsellors and volunteers.

In addition to the agencies and purposes cited above, personal information relating to students and parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing certain school information relating to the circumstances of parents and students on the MySchool website.

If the College does not obtain the information referred to above, we may not be able to enroll or continue the enrolment of your son.

### 4.3.3 Student Information: Disclosure to Parents and Carers

Personal information collected from students is regularly disclosed to their parents and carers.

The College is permitted under legislation to provide non-educational material to a parent where the student would reasonably expect this to happen. Under the Privacy Act, the College will consider the age of the student, the nature of the information, and the student's expectations about what information might be disclosed.

#### 4.3.4 CCTV

CCTV operations are in use across the College campus, in accordance with the Workplace Surveillance Act 2005. The College will collect, store and retain video footage for legitimate purposes such as student safety, security and incident investigation. As CCTV recordings may identify individuals, they are considered personal information and are managed in accordance with the Privacy and Personal Information Protections Act 1998 (NS) and the Privacy Act 1988. Video footage collected at the College is securely stored, access is restricted to authorized personnel and retained only for a reasonable period necessary for security or investigative purposes before being securely deleted or overwritten.

#### 4.3.5 Protection of Personal Information

The College and its staff respect the confidentiality of an individual's personal information and the privacy of individuals. Various policies reiterate the need for confidentiality and care in the management of personal information, and procedures are in place to protect the personal information held from misuse, loss, unauthorised access, unauthorised modification or disclosure.

#### 4.3.6 Seeking Access to Personal Information

The College's Privacy Policy sets out how an individual 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.
- access may result in a breach of the College's duty of care to the student.
- students have provided information in confidence, or
- the College is otherwise required or authorised by law to refuse access.

#### 4.3.7 Storage of Personal Information

The College may use online or 'cloud' service providers (who may be located in, or outside Australia) 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 be stored in the 'cloud' which may be situated outside Australia.

#### **Storage of Health Records**

The College stores student health information in secure physical and digital systems in accordance with the *Health Records and Information Privacy Act 2002 (NSW)*. These systems are designed to protect information from misuse, loss, and unauthorised access or disclosure.

Digital health information may be stored in approved online or cloud-based platforms that meet the security requirements of the HRIP Act and the Australian Privacy Principles. Access to this information is restricted to authorised staff on a need-to-know basis.

Health records are retained only for the period required by legislation and are then securely destroyed.

#### 4.3.8 Breach of Privacy and Complaints Process

The College's Complaints Handling Policy and Procedures sets out the complaint process regarding a breach of privacy and how the College will deal with such a complaint.

#### 4.3.9 Default Fee Payment

In the event of default of payment of fees, the College may provide personal information to its lawyers or a debt collection agency in order that such fees may be recovered.

#### 4.3.10 College Publications

On occasions information such as academic and sporting achievements, student activities and other news is published in College newsletters, magazines and on our website: [www.riverview.nsw.edu.au](http://www.riverview.nsw.edu.au). Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in the College newsletters and magazines, our website and on our intranet. The College seeks annual permission from the student's parents or carers for such publication.

#### 4.3.11 Class Lists and the College Directory

The College may include students' and students' parents' contact details in a class list and the College directory.

#### 4.3.12 Fundraising

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 parents' or carers' consent.

#### 4.3.13 Third Party Information

If you provide the College with the personal information of others, such as doctors, emergency contacts or referees for employment, we encourage you to inform them that you are disclosing this information to the College and why. They can access that information if they wish and the College does not usually disclose the information to third parties.

#### 4.3.14 Retention and Storage of Information

The College may retain certain records for a minimum of 7 years as determined by the nature of the document and corresponding statutory obligations, as well as practice, precedent or accountability.

The College takes guidance from the Australian Society of Archivists, Records Retention and Disposal Schedule.

#### 4.3.15 The College Website

Like many website operators, the College collects information that your browser sends whenever it visits our website (Log Data). This Log Data may include information such as your computer's Internet Protocol (IP) address, browser type, browser version, the pages of the College's website that you visit, the time and date of your visit, the time spent on those pages and other statistics. In addition, the College may use third party services such as Google Analytics (or similar web traffic analytic tools) that collects, monitors, analyses and records all visits to the College's website.

Use of the College's website is subject to you acknowledging and agreeing to the College's collection of Log Data as set out above. If you do not agree to the College collecting Log Data as set out above, you must immediately cease using the College's website.

#### 4.3.16 The College App

The College App collects the following data.

- Details about how the User interacts with the app, including features used and time spent.
- The User's device model, operating system, and unique identifiers to ensure technical compatibility and security.
- If the User explicitly gives permission, the College may collect device location information and details in support logs.

## 5. DEFINITIONS AND ACRONYMS

<b>Parents</b>	In this document, “parent/s” includes carer/s and/or guardian/s
<b>Sensitive Information</b>	Information relating to a person’s racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

## 6. RELATED POLICIES & SUPPORTING DOCUMENTS

<b>Related Legislation</b>	<ul style="list-style-type: none"><li>– Commonwealth Privacy Act 1988 (Privacy Act)</li><li>– Australian Privacy Principles (APPs)</li><li>– Privacy and Personal Information Protection Act 1998</li><li>– Health Records and Information Privacy Act 2002 (NSW)</li></ul>
<b>Related Policies</b>	<ul style="list-style-type: none"><li>– Privacy Policy</li><li>– Enrolment Policy</li><li>– CCTV Surveillance Policy</li></ul>
<b>Related Procedures</b>	<ul style="list-style-type: none"><li>– Complaints Handling Policy and Procedures</li></ul>
<b>Related Documents</b>	<ul style="list-style-type: none"><li>– Records Retention Schedule for Non-Government Schools – Australian Society of Archivists.</li></ul>

## 7. DOCUMENT CONTROL

TITLE	Privacy Collection Notice
RESPONSIBLE OFFICER	Chief Information Officer
CONTACT OFFICER	Chief Risk Officer
APPROVED BY	Chair of Board
VERSION NUMBER	2.0
SUPERSEDED VERSION NUMBER	1.1
EFFECTIVE DATE	16 March 2026
NEXT REVISION DATE	2029