

Privacy Collection Notice

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 regulates 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'.

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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| <p>Personal Information</p> | <p>The College will generally collect personal information, including sensitive information about an individual using forms filled out by themselves, parents and carers or students; face-to-face meetings and interviews; emails and telephone calls.</p> <p>On occasions people other than parents or carers, and students provide personal information about an individual.</p> |
| <p>Legal Requirements</p> | <p>Laws governing or relating to the operation of schools require that certain information is to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws.</p> |
| <p>Purpose of Collection:</p> <p>Parents and Students</p> | <p>The primary purpose of collecting this information is to enable the College to provide schooling for your son and to enable your son to take part in all the activities of the College.</p> <p>Some of the information collected is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.</p> |

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| <p>Purpose of Collection:</p> <p>Employment, Contractors and Volunteers</p> | <p>Personal information of job applicants and contractors is collected by the College to assess and, if successful, to engage the applicant or contractor.</p> <p>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.</p> |
| <p>Split Families</p> | <p>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.</p> |
| <p>Information from Third Parties</p> | <p>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.</p> |
| <p>Health Information</p> | <p>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 <i>Health Records and Information Privacy Act 2002 (NSW) (HRIP Act)</i>.</p> <p>The College will ask parents and carers, or students in some situations, to provide medical information about their child from time to time so that 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.</p> <p>Please be aware that parents may not access the My Health Record of students 14 years or older without the consent of the student.</p> |
| <p>Disclosure and Exchange of Information:</p> <p>Administrative and Educational</p> | <p>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</p> |

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| | <p>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, 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.</p> <p>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.</p> <p>If the College does not obtain the information referred to above, we may not be able to enrol, or continue the enrolment of your son.</p> |
| <p>Disclosure and Exchange of Information:</p> <p>Compliance</p> | <p>From time to time, the College is required to disclose personal and sensitive information in order to comply with the law or to report matters to the relevant persons or authorities.</p> <p>The information would only be shared where it is legal to do so and only if necessary for the College to fulfil its functions or its legal obligations, including those of duty of care. Where personal information is shared with a third party, only the information that needs to be disclosed is shared, not necessarily all information relating to that person.</p> |
| <p>Student Information:</p> <p>Disclosure to Parents and Carers</p> | <p>Personal information collected from students is regularly disclosed to their parents and carers.</p> <p>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.</p> |
| <p>Protection of Personal Information</p> | <p>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</p> |

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| | <p>procedures are in place to protect the personal information held from misuse, loss, unauthorised access, unauthorised modification or disclosure.</p> |
| <p>Seeking Access to Personal Information</p> | <p>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, where access may result in a breach of the College's duty of care to the student, where students have provided information in confidence or where the College is otherwise required or authorised by law to refuse access.</p> |
| <p>Storage of Personal Information</p> | <p>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.</p> |
| <p>Breach of Privacy and Complaints Process</p> | <p>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.</p> |
| <p>Default Fee Payment</p> | <p>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.</p> |
| <p>College Publications</p> | <p>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. 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 will seek annual permission from the student's parents or carers for such publication.</p> |

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| Class Lists and the College Directory | <p>The College may include students' and students' parents' contact details in a class list and the College directory.</p> |
| Fundraising | <p>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.</p> |
| Third Party Information | <p>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.</p> |
| Retention and Storage of Information | <p>The College may retain certain records for 7 years or more in accordance with its Records Storage & Retention Policy (as amended from time to time), a copy of which may be viewed on the College's website</p> |
| The College Website | <p>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.</p> <p>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.</p> |

| Revision History | | | | |
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| Version | Approved by | Approval date | Effective date | Sections modified |
| 1.0 | Chief Risk Officer | 16/09/2022 | 16/09/2022 | NA |