



Enrolment Application Form

Student Information		Office Use Only				
		Student's Code:	Received / /	Staff Member		
Student's Name	Surname		First and Middle Name			
Preferred Name			<input type="radio"/> Male <input type="radio"/> Female			
Application to Commence (Date/Year)	/ /		Entry Yr Level			
Does the student have a Victorian Student Number?	<input type="radio"/> Yes: please provide VSN _____ (this 9 digit number, should be on current school reports) <input type="radio"/> Yes: but VSN is unknown <input type="radio"/> No (This will only apply if the student has not been enrolled in a Victorian School)					
Residential Address				Home Phone		
Who lives at home?	<input type="radio"/> Both Parents <input type="radio"/> Mother Only <input type="radio"/> Father Only <input type="radio"/> Carer <input type="radio"/> Other (Specify) _____					
Will the student travel by bus to and from school from this address?	<input type="radio"/> Yes <input type="radio"/> No		If yes - Bus Route Name (If Known)			
Residential Address 2 (If in shared care)				Home Phone		
Who lives at home 2?	<input type="radio"/> Both Parents <input type="radio"/> Mother Only <input type="radio"/> Father Only <input type="radio"/> Carer <input type="radio"/> Other (Specify) _____					
Will the student travel by bus to and from school from this address?	<input type="radio"/> Yes <input type="radio"/> No		If yes - Bus Route Name (If Known)			
Date of Birth (Attach copy of Birth Certificate)			Country of Birth	Nationality		
If born overseas... (Attach copy of Passport and Visa)	Date of arrival in Australia / /	Indicate if a Refugee	<input type="radio"/> Yes <input type="radio"/> No	Citizenship Status	<input type="radio"/> Perm. <input type="radio"/> Temp.	1st Aust. School Year 20__
Current/Previous school			Current/Previous Year Level			
House Colour- if older siblings or parent has attended Trinity	<input type="radio"/> Gleeson (Gold) <input type="radio"/> McAuley (Blue) <input type="radio"/> Rice (Red)					
* Does the student speak a language other than English at home?	<input type="radio"/> Yes <input type="radio"/> No		* If 'Yes' specify other language			
Religion	Sacraments		<input type="radio"/> Baptism <input type="radio"/> Reconciliation <input type="radio"/> Eucharist <input type="radio"/> Confirmation (Attach copy of Certificates)			
At the school we currently have a staff member funded by the National Schools Chaplaincy Program. Participation by our students in activities coordinated by the person is voluntary. Will you allow your child to participate in programs and access the services of the staff member funded by the National Schools Chaplaincy Program? Programs (such as anti-bullying, cybersafety, respectful relationships)					<input type="radio"/> Yes <input type="radio"/> No	
* Is this child of Aboriginal or Torres Strait Islander origin?			<input type="radio"/> No <input type="radio"/> Yes, Aboriginal <input type="radio"/> Yes, Torres Strait Islander			

Enrolment Criteria

The factors listed below are derived from the College's Enrolment Policy and will inform the consideration of each individual enrolment application which will be offered at the discretion of the Principal.

- Level of involvement in a Catholic parish/faith community as evidenced by sacraments
- Current enrolment at a Catholic parish school
- Family connection with Trinity College (such as a sibling of current/past student, mother or father attended the College)
- Level of involvement in other faith traditions with a strong commitment
- The applicant's level of involvement in school life and commitment to learning, (evidenced by recent school reports)
- The applicant's involvement in activities within the broader community
- Enrolment application submitted by the due date for Year 7 enrolments.

Student Information (continued)

Doctor / Clinic		Dr/Clinic Phone		Medicare No	
Allergy to Anaesthetic	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown				
Immunisation	<input type="radio"/> Measles <input type="radio"/> Rubella <input type="radio"/> Tetanus <input type="radio"/> Hep. B				
Medical Conditions	<input type="radio"/> Permanent Disability <input type="radio"/> Permanent Medication <input type="radio"/> Diabetes <input type="radio"/> Epilepsy <input type="radio"/> Migraines				
Medical Notes	<input type="radio"/> Allergy Food <input type="radio"/> Anaphylaxis				
Medication Details	<input type="radio"/> Asthma <input type="radio"/> Hearing <input type="radio"/> Other				
Has your child any specific disabilities for which the school would need to make special provision?					<input type="radio"/> Yes <input type="radio"/> No
If yes, please give details. (Add an extra sheet if more space is required)					
Has your child had specific medical or psychological testing prior to this application? If yes please enclose a copy of any reports with your application.			Medical <input type="radio"/> Yes <input type="radio"/> No	Psychological Educational/Psychologist <input type="radio"/> Yes <input type="radio"/> No	
If yes, please give details.					
Has your child been involved in any specific education programs or had extra assistance in any of the following areas during the past two years?				<input type="radio"/> Yes <input type="radio"/> No	<i>If so, please tick appropriately.</i>
Academic	<input type="radio"/> Reading <input type="radio"/> Writing	<input type="radio"/> Mathematics <input type="radio"/> Language (ESL)			
Health	<input type="radio"/> Speech <input type="radio"/> Neurological Disorders <input type="radio"/> Behavioural / Emotional Problems <input type="radio"/> Physical Problems or Disability (Coordination, mixed hand preference for writing etc. laterality)	<input type="radio"/> Sight (Physical Dysfunction or Discrimination) <input type="radio"/> Gross/Fine Motor Skills <input type="radio"/> Developmental Disorders			
	Has your child received funding under the "Students with Disabilities Programme" during their schooling?		<input type="radio"/> Yes <input type="radio"/> No	<i>If so, please tick below.</i>	
	<input type="radio"/> Physical Impairment <input type="radio"/> Social/Emotional (e.g. <input type="radio"/> Generalised Anxiety Disorder – Depression <input type="radio"/> Oppositional Defiant Disorder) <input type="radio"/> Developmental Delay – Intellectual Disability <input type="radio"/> Health Issues (e.g. <input type="radio"/> Autism including Asperger Syndrome)				
Please provide further comment on any of the above if necessary. (Add an extra sheet if more space required)					

* Several questions on this application form (marked with an asterisk) have been added following instructions from the Federal Government.

Family Details

Parent One Information (Mother, Father, Carer)

Name	Title	Surname	First and Middle Name
Relationship to student	Is this contact a residential guardian?		<input type="radio"/> Yes (Full time) <input type="radio"/> Yes (Shared Custody) <input type="radio"/> No
Residential Address			
Postal Address	If different to above		
Phone - Home	Phone - Work	Mobile	
Email Address	What contact do you want via this email address? <input type="radio"/> Newsletter <input type="radio"/> Other Contact <input type="radio"/> All Contact		
Religion	Country of Birth	Nationality	
Are you a past student or staff member of Trinity College?	<input type="radio"/> No <input type="radio"/> Yes Year _____	Former Name (if applicable)	
* Do you speak a language other than English at home?	<input type="radio"/> Yes <input type="radio"/> No	* If "Yes" specify language	
* What is the highest year of school completed?	<input type="radio"/> Year 12 <input type="radio"/> Year 11 <input type="radio"/> Year 10 <input type="radio"/> Year 9 or below		
* What is the level of any qualifications completed?	<input type="radio"/> Bachelor degree or above <input type="radio"/> Advanced diploma/Diploma <input type="radio"/> Certificate I to IV (incl trade certificates) <input type="radio"/> No non-school qualification		
* Occupation	* Occupation Code	If not currently in <i>paid</i> work but have had employment in the past 12 months, please use the last occupation	
Employer	See page 7 for code details		

Parent Two Information (Mother, Father, Carer)

Name	Title	Surname	First and Middle Name
Relationship to student	Is this contact a residential guardian?		<input type="radio"/> Yes (Full time) <input type="radio"/> Yes (Shared Custody) <input type="radio"/> No
Residential Address			
Postal Address	If different to above		
Phone - Home	Phone - Work	Mobile	
Email Address	What contact do you want via this email address? <input type="radio"/> Newsletter <input type="radio"/> Other Contact <input type="radio"/> All Contact		
Religion	Country of Birth	Nationality	
Are you a past student or staff member of Trinity College?	<input type="radio"/> No <input type="radio"/> Yes Year _____	Former Name (if applicable)	
* Do you speak a language other than English at home?	<input type="radio"/> Yes <input type="radio"/> No	* If "Yes" specify language	
* What is the highest year of school completed?	<input type="radio"/> Year 12 <input type="radio"/> Year 11 <input type="radio"/> Year 10 <input type="radio"/> Year 9 or below		
* What is the level of any qualifications completed?	<input type="radio"/> Bachelor degree or above <input type="radio"/> Advanced diploma/Diploma <input type="radio"/> Certificate I to IV (incl trade certificates) <input type="radio"/> No non-school qualification		
* Occupation	* Occupation Code	If not currently in <i>paid</i> work but have had employment in the past 12 months, please use the last occupation	
Employer	See page 7 for code details		

Family Details (continued)

Step Parent One Information (Partner) (If applicable)

Name	Title	Surname	First and Middle Name
Relationship to student	Is this contact a residential guardian?		<input type="radio"/> Yes (Full time) <input type="radio"/> Yes (Shared Custody) <input type="radio"/> No
Residential Address			
Postal Address	If different to above		
Phone - Home	Phone - Work	Mobile	
Email Address	What contact do you want via this email address? <input type="radio"/> Newsletter <input type="radio"/> Other Contact <input type="radio"/> All Contact		
Religion	Country of Birth	Nationality	
Are you a past student or staff member of Trinity College?	<input type="radio"/> No <input type="radio"/> Yes Year _____	Former Name (if applicable)	
* Do you speak a language other than English at home?	<input type="radio"/> Yes <input type="radio"/> No	* If "Yes" specify language	
* What is the highest year of school completed?	<input type="radio"/> Year 12 <input type="radio"/> Year 11 <input type="radio"/> Year 10 <input type="radio"/> Year 9 or below		
* What is the level of any qualifications completed?	<input type="radio"/> Bachelor degree or above <input type="radio"/> Advanced diploma/Diploma <input type="radio"/> Certificate I to IV (incl trade certificates) <input type="radio"/> No non-school qualification		
* Occupation	Employer	* Occupation Code See page 7 for code details	If not currently in <u>paid</u> work but have had employment in the past 12 months, please use the last occupation

Step Parent Two Information (Partner) (If applicable)

Name	Title	Surname	First and Middle Name
Relationship to student	Is this contact a residential guardian?		<input type="radio"/> Yes (Full time) <input type="radio"/> Yes (Shared Custody) <input type="radio"/> No
Residential Address			
Postal Address	If different to above		
Phone - Home	Phone - Work	Mobile	
Email Address	What contact do you want via this email address? <input type="radio"/> Newsletter <input type="radio"/> Other Contact <input type="radio"/> All Contact		
Religion	Country of Birth	Nationality	
Are you a past student or staff member of Trinity College?	<input type="radio"/> No <input type="radio"/> Yes Year _____	Former Name (if applicable)	
* Do you speak a language other than English at home?	<input type="radio"/> Yes <input type="radio"/> No	* If "Yes" specify language	
* What is the highest year of school completed?	<input type="radio"/> Year 12 <input type="radio"/> Year 11 <input type="radio"/> Year 10 <input type="radio"/> Year 9 or below		
* What is the level of any qualifications completed?	<input type="radio"/> Bachelor degree or above <input type="radio"/> Advanced diploma/Diploma <input type="radio"/> Certificate I to IV (incl trade certificates) <input type="radio"/> No non-school qualification		
* Occupation	Employer	* Occupation Code See page 7 for code details	If not currently in <u>paid</u> work but have had employment in the past 12 months, please use the last occupation

Local Emergency Contacts (The College must have a contact other than parents/carers)

This person will only be contacted, in an emergency, when parents / carers are unavailable.

Name		<input type="radio"/> Male <input type="radio"/> Female
Relationship to Student		
Phone Home	Phone Other	

Family Information

Family Surname		Is this child the first from his/her family to enrol at Trinity College?	<input type="radio"/> Yes <input type="radio"/> No
Student's Position in Family	1 st , 2 nd , 3 rd etc	Number of boys in family	Number of girls in family
If the child lives in two different homes (shared custody) which best applies:	<input type="radio"/> week about during term time <input type="radio"/> mostly with mother during school week <input type="radio"/> mostly with father during school week <input type="radio"/> other (details please) _____		
Please list other children presently, or previously, enrolled at Trinity College? (Name and Year Level or year student left)			
Please list other children possibly to enrol at Trinity College in the future			
Catholic Parish in which student resides		Main Language (Spoken at home)	
Health Fund		Ambulance Fund	<input type="radio"/> Yes <input type="radio"/> No

Court Documents

Are there any orders of a court made under the Family Law Act which affect the residence of the child and/or govern the contact between the child and non custodial parent?

Yes No

If yes, copies of relevant court documents will be required prior to acceptance of enrolment.

It is the responsibility of the family to notify the school should there be a change to the current court documents.

Fee Arrangements

Includes school fees and Apollo Bay bus

Though (in most cases) one person will be nominated to pay 100% of the fees, please be aware that both parents/guardians are jointly and severally responsible for payment of fees whilst the student is enrolled at Trinity College.

Primary Fee Payer This is when one parent/guardian will be paying the full fee. (For families with students already at the College, it is recommended that the current fee payer be nominated and signs here. Please call reception, or refer to your account, to clarify which person is the nominated fee payer).

Second Fee Payer This section is for separated or for mixed families where the fee is shared and each fee payer is charged separately. (Please nominate the percentage to be paid by this fee payer in the box provided. The primary fee payer will be charged the balance of 100%.)

Name of Primary Fee Payer		Name of 2 nd Fee Payer <i>(only when two separate accounts are required)</i>	
Signature _____	%	Signature _____	%

All fee payers are bound by the Trading Terms and Conditions for Trinity College Colac Inc. as found in the fees section on the College website

- All designated fee payers must sign the Enrolment Agreement section on page six as well as the section above.
- Any change to the designated fee payer/s listed on this Enrolment Application must be submitted to the College in writing and signed by all interested parties.

Enrolment Agreement

SIGNED DECLARATION I have read this Enrolment Agreement.

Students agree to participate in all College events such as:

- the Commencement Mass, Easter Liturgy, Founders' Day Liturgy and end-of-year Presentation Liturgies
- year level retreats and camps
- work experience
- the House Sporting Events for swimming, athletics and cross country

Student _____

Date _____

Acceptance of enrolment for one's daughter /son /ward into Trinity College Colac, implies agreement by the parent(s) /guardian to:

- accept and support all the expectations and decisions of the College and abide by all of the school's policies, procedures and expectations. Refer to Enrolment Form Explanatory Statement via our website.
- pay the approved fee for each year, or, if any circumstances should arise to prevent this, an agreement to contact the Principal or Business Manager regarding same
- consent to the disclosure, processing and storage of their personal information as outlined in the Collection Notice on Page 8 of this form.
- agree that in the event of illness or accident and if parents/guardians/emergency contact, cannot be contacted, the College take whatever action is warranted in the circumstances (such as arranging for an ambulance and seeking medical advice or hospital attention).

I _____ Give Do not give
(Parent/Carer Name)

Consent for information about my child _____ Date of birth ____/____/_____
(Student's Name)

to be transferred from _____ to Trinity College Colac.
(School Name)

We understand that:

- The consequence of not complying with the school's policies, procedures and expectations may result in termination of the enrolment.
- Unacceptable behaviour by a child, or repeated behaviour by a parent or carer that, in the school's view, is unacceptable and damaging to the partnership between parent/carers and the school, may result in suspension or termination of the child's enrolment.
- The Principal (or delegate) of my child's new school (Trinity College) may request and/or receive information from my child's previous school verbally and/or in writing.
- The Principal (or delegate) of my child's new school (Trinity College) may contact the principal (or delegate) of my child's previous school verbally and/or in writing.
- I can request to see the information that is received from my child's previous school.
- My child's new school (Trinity College) will take all reasonable steps to protect the personal information about me/my child from misuse and loss and from unauthorised access, modification or disclosure. The College Privacy Policy is accessible via the Trinity College Colac website.

Parent One (Mother, Father, Carer)	Parent Two (Mother, Father, Carer)
Date	Date
Step Parent One (Partner)	Step Parent Two (Partner)
Date	Date

Document Checklist	<input type="radio"/> Copy of Student's Birth Certificate <input type="radio"/> Copy of documentation regarding name change (if applicable) <input type="radio"/> Copy of Passport and Visa (If student was born overseas) <input type="radio"/> Copy of Sacrament Certificates <input type="radio"/> Ticked regarding Student Wellbeing and the National Schools Chaplaincy Program (Page 1) <input type="radio"/> Student Medicare Number (Page 2) <input type="radio"/> Copy of any relevant additional medical information from Page 2 (If applicable) <input type="radio"/> Copy of Relevant funding information from Page 2 (If applicable) <input type="radio"/> Copy of end of last Semester Report (Only relevant for students applying for entry in Years 8 to 12) <input type="radio"/> Indicated at least one email address per household to receive College newsletter (Pages 3 & 4). <input type="radio"/> Signature of all parties
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Please return to: Trinity College Colac, 119 Hart Street (PO Box 23) Colac 3250 Phone 5233 9200

Purpose of Data Collection and Reporting of Parental Occupation

In recent years the Australian and State Governments have asked all schools to collect and report on information regarding each student's background. This information is being used to inform the Australian public, especially the education community and parents, about progress towards achieving the National Goal for Schooling in the 21st Century. The national collection of data is necessary to monitor the effect that student background characteristics have on student outcomes and helps to direct resources to where they are most needed. The component of this information is Parental Occupation.

Parent Occupations

Occupations are classified according to five categories:

Group A: Senior Management in large business organisation, government administration and defence, and qualified professionals.

Group B: Other business managers, arts/media/sportspersons and associate professionals.

Group C: Tradesmen/women, clerks and skilled office, sales and service staff.

Group D: Machine operators, hospitality staff, assistants, labourers and related workers.

Group N: Not been in paid work in the past 12 months.

Funding Implications for Schools

Student Family Occupation derived from parental occupation data is an increasingly important component of funding. From 2011 our systemic schools will receive a portion of their state government funding based on this information.

Important points for parents to note

No individual student or school will be identifiable through published information. All information which could identify, or would reasonably identify, students to whom particular background characteristics belong, is removed from national reports so that no personal information is reported publicly. Data will be collected, stored and reported in accordance with privacy legislation requirements.

Occupation Group

Please select the appropriate group from the following list.

Occupation Group A

Senior management in large business organisation, government administration and defence, and qualified professionals

Senior Executive / Manager / Department Head in industry, commerce, media or other large organisation

Public Service Manager (Section head or above), regional director, health / education / police / fire services administrator

Other administrator [school principal, faculty head / dean, library / museum / gallery director/ research facility director]

Defence Forces Commissioned Officer

Professionals - generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others:

- *Health, Education, Law, Social Welfare, Engineering, Science, Computing* (professional)
- *Business* [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- *Air/sea transport* [aircraft / ship's captain / officer / pilot/ flight officer/ flying instructor/ air traffic controller]

Occupation Group B

Other business managers, arts/ media/ sportspersons and associate professionals

Owner / Manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist Manager [finance / engineering / production / personnel / industrial relations / sales / marketing]

Financial Services Manager [bank branch manager, finance / investment / insurance broker, credit / loans officer]

Retail sales / Services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts / Media / Sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

Associate Professionals - generally have diploma / technical qualifications and support managers and professionals:

- *Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / associate professional*
- *Business / administration* [recruitment / employment / industrial relations / training officer, marketing / advertising specialist, market research analyst, technical sales representative, retail buyer, office / project manager]
- *Defence Forces senior Non-Commissioned Officer*

Occupation Group C

Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group

Clerks [bookkeeper, bank / PO clerk, statistical / actuarial clerk, accounting / inventory clerk, purchasing / order clerk, freight / transport / shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff:

- *Office* [secretary, personal assistant, desktop publishing operator, switchboard operator]
- *Sales* [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- *Service* [aged / disabled / refuge / child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Occupation Group D

Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production / processing machinery and other machinery operators

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]

Office assistants, sales assistants and other assistants:

- *Office* [typist, word processing / data entry / business machine operator, receptionist, office assistant]
- *Sales* [sales assistant, motor vehicle / caravan / parts salesperson, checkout operator, cashier, bus / train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
- *Assistant / aide* [trades' assistant, school / teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum / gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

- *Defence Forces* - ranks below senior NCO not included above
- *Agriculture, horticulture, forestry, fishing, mining worker* [farm overseer, shearer, wool / hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/ logging worker, miner, seafarer / fishing hand]
- *Other worker* [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

Occupation Group N

If you are not currently in paid work but have had a job in the last 12 months, please use your last occupation to select from the list. If you have not been in paid work for the last 12 months, enter 'N' into the 'occupation code' field on the enrolment form.

Trinity College Colac Standard Collection Notice

This standard collection notice has been prepared with consideration to legal advice.

1. The School collects personal information, including sensitive information about students and parents or carers and family members before and during the course of a student's enrolment at the School. This may be in writing, through technology systems or in the course of conversations and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable the School, Catholic Education Offices and the Catholic Education Commission of Victoria Ltd (CECV) 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 School.
2. Some of the information the School collects is to satisfy the School's legal obligations, particularly to enable the School 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 (which includes information about any disability as defined by the Disability Discrimination Act 1992) is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. The School may request medical reports about students from time to time and may otherwise collect sensitive information about students and their families.
5. If any personal information requested by the School is not provided, this may affect the School's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the School.
6. The School 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:
 - School service providers such as the CECV, Catholic Education Offices, school governing bodies and other dioceses
 - third party service providers that provide online educational and assessment support services or applications (apps) or services in relation to school improvement surveys, which may include email and instant messaging
 - School systems, including the Integrated Catholic Online Network (ICON) and Office 365 including email. Limited personal information such as student /individual learning plans may be collected and processed or stored by these providers in connection with these services
 - CECV and Catholic Education Offices to discharge its responsibilities under the Australian Education Regulation 2013 (Regulation) and the Australian Education Act 2013 (Cth) (AE Act) relating to students with a disability, including ongoing evaluation of funding adequacy for individual students
 - CECV to support the training of selected staff in the use of schools' systems, such as ICON
 - another school to facilitate the transfer of a student
 - Federal and State government departments and agencies acting on behalf of the government e.g. for audit purposes
 - health service providers, and people providing educational support and health services to the School, 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 School
 - anyone you authorise the School to disclose information to; and
 - anyone to whom the School is required or authorised to disclose the information to by law, including under child protection laws.
7. The school is required by the Federal Australian Education Regulation (2013) and Australian Education Act 2013 (Cth) (AE Act) to collect and disclose certain information under the Nationally Consistent Collection of Data (NCCD) on students with a disability. The school provides the required information at an individual student level to the Catholic Education Offices and the CECV, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.
8. Personal information collected from students is regularly disclosed to their parents or carers.
9. If you make an enrolment application to another School, personal information including health information provided during the application stage may be collected from, or shared with, the other school.
10. The School's Privacy Policy, accessible on the School's website, sets out how parents or students may seek access to and correction of their personal information which the School 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 School's duty of care to the student, where students have provided information in confidence or where the School is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).
11. The School 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.
12. The school makes reasonable efforts to be satisfied about the protection of any personal information that may be collected, processed and stored outside Australia in connection with any cloud and third party services and will endeavour to ensure it will be located in countries with substantially similar protections as the apps.
13. When the School uses Office 365 including email, some personal information (usually limited to name and email address) of students, parents or carers may be transferred, stored and processed by Microsoft in the United States, or in any other country through which Microsoft provides these services or where it processes and stores information. This personal information will be stored and processed by Microsoft in accordance with Microsoft terms and conditions stated in the Microsoft Office 365 A1 for Education Agreement which the school entered into with Microsoft.
14. Where personal, including sensitive information is held by a cloud computing service provider on behalf of CECV for educational and administrative purposes, it may be stored on servers located within or outside Australia.
15. School personnel and the school's service providers, and the CECV and its service providers, may have the ability to access, monitor, use or disclose emails, communications (e.g. Instant messaging), documents and associated administrative data for the purposes of administering the ICON system and ensuring its proper use.
16. The School may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
17. The School's Privacy Policy also sets out how parents, carers, and students and their family can make a complaint if they believe there has been a breach of the APPs and how the complaint will be handled.
18. The School may engage in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
19. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The School will obtain permissions from the student's parent or guardian (and from the student if appropriate) prior to publication to enable the school to include such photographs or videos in our promotional material or otherwise make this material available to the public such as on the internet. The school may obtain permissions annually, or as part of the enrolment process. Permissions obtained at enrolment may apply for the duration of the student's enrolment at the school unless the school is notified otherwise. Annually, the school will remind parents and carers to notify the school if they wish to vary the permissions previously provided.
20. If you provide the School with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the School and why, that they can request access to and correction of that information if they wish and to also refer them to the School's Privacy Policy for further details about such requests and how the school otherwise handles personal information it collects and complaints it receives.