



STANDARD COLLECTION NOTICE

1. Trinity College Colac 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 Trinity College Colac, Catholic Education Ballarat 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 College.
2. Some of the information Trinity College Colac 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*. Trinity College Colac 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 Trinity College Colac is not provided, this may affect the College's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the College.
6. Trinity College Colac 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 Ballarat, 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 Trinity College Colac, 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 Trinity College Colac
 - anyone you authorise Trinity College Colac to disclose information to; and
 - anyone to whom Trinity College Colac is required or authorised to disclose the information to by law, including under child protection laws.
7. Trinity College Colac 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. Trinity College Colac provides the required information at an individual student level to the Catholic Education Ballarat 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. Trinity College Colac's Privacy Policy, accessible on the College's website, sets out how parents 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, 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 Trinity College Colac 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. Trinity College Colac 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. Trinity College Colac 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 Trinity College Colac 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. Trinity College Colac personnel and the College'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/SMS), documents and associated administrative data for the purposes of administering the ICON system and ensuring its proper use.
16. Trinity College Colac may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
17. Trinity College Colac'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. Trinity College Colac 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 College 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. Trinity College Colac will obtain permissions from the student's parent or carer (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. Trinity College Colac 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, Trinity College Colac will remind parents and carers to notify the school if they wish to vary the permissions previously provided.
20. If you provide Trinity College Colac 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. Also, that they can request access to and correction of that information if they wish. In addition, we encourage you to 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.