Our Lady of Sion College is bound by the National Privacy Laws. The College manages personal information in compliance with privacy laws including the Privacy Amendment (Enhancing Privacy Legislation) Act 2012 (Cth) and Health Records Act 2001 (Vic). The following collection notice provides an outline of why personal information is collected and where such information may be disclosed.

Standard Collection Notice for Our Lady of Sion College

1. Our Lady of Sion College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student’s enrolment at Our Lady of Sion College. The primary purpose of collecting this information is to enable the College, 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 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 the College require certain information is 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 (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.

5. Our Lady of Sion College may disclose personal and sensitive information for administrative, educational and support purposes. This may include:

   • College service providers such as the CECV, Catholic Education Offices, parish, College governing bodies and other dioceses;

   • third party service providers that provide educational support services or applications to Schools and School systems including the Integrated Catholic Online Network (ICON) and ‘Google Apps for Education’ (GAFE) including Gmail;

   • applications, online tools or other services provided by a third party which the College uses to support or enhance the educational or pastoral care services for its students;

   • another school to facilitate the transfer of a student;

   • government departments;

   • medical practitioners, and people providing educational support and health services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors;
• anyone you authorise the College to disclose information to; and anyone to whom we are required or authorised to disclose the information to by law.

6. Personal information collected from students is regularly disclosed to their parents or guardians.

7. The College also uses GAFE including Gmail. Through the use of these services, personal information of students, parents or guardians may be transferred and stored and processed by Google in the United States, or any other country through which Google provides these services. College personnel, 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 system and ensuring its proper use.

8. Personal information collected and is held by Google to deliver GAFE will be limited and may include:

   • Name
   • Email Address

   This personal information will be stored and processed by Google in accordance with the contract CECV has entered into with Google on behalf of the College, which requires Google to take appropriate steps to protect the personal information.

9. The College may store personal information in the “cloud” which may mean that it resides on servers situated outside Australia.

10. From time to time, the College may use the services of third party online provider (including for the delivery of third party online applications or Apps, through GAFE or other platforms), which may be accessible by staff, parents, guardians and students. Not all countries are bound by laws which provide the same level of protection for personal information as the APPs. However, the College reasonably believes that personal information, that may be collected and stored outside Australia in connection with these services, will be protected.

   These countries in which servers and other third party service providers may be located are:

   • USA
   • Taiwan
   • Singapore
   • Finland
   • Belgium
   • Ireland
   • Netherlands

11. Where personal, including sensitive information, is held by a ‘cloud’ service provider on behalf of CECV (for educational and administrative purposes) it will be stored on servers located within Australia. This includes the ICON system.

12. The College’s Privacy Policy is accessible via the College website, newsletter, handbook, or from the College office. The policy sets out how parents, guardians 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, or may result in a breach of the College’s duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

13. The College’s Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.

14. The College may engage 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.

15. 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, College camps and College excursions. The College will obtain permissions annually from the student’s parents or guardians (and from the student if appropriate). If the College would like 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 College will seek permission from parents or guardians prior to publication.

16. If you provide the College with the personal information of others, such as doctor or emergency contacts, we encourage you to inform them of the disclosure. The College’s Privacy Policy details how personal information can be accessed and corrected. The policy also outlines how the College handles personal information it collects from individuals.