



Privacy Collection Statement

1. Whitefriars College collects personal information, including sensitive information, about students and parents or guardians and family members before and during the course of a student's enrolment at the College. This may be in writing 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 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 the College collects is to satisfy legal obligations, particularly to enable the College 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) is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. The College 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 College 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. The College 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:
 - another school;
 - State and Federal government departments;
 - health service providers;
 - College service providers which provide services to students or staff, on or off-campus, including specialist visiting teachers and sports coaches;
 - Third party service providers that provide online educational and assessment support services, in relation to school improvement surveys, document and data management services, or applications to schools and school systems where necessary;
 - Other third parties which the College uses to support or enhance the educational or pastoral care services for its students or to facilitate communications with Parents;
 - Information Sharing Entities (ISE's) as per the Child and Family Violence Information Sharing Schemes;
 - Fee debt collection agencies;



- Catholic Education Victoria Network (CEVN) to undertake, where applicable, modelling for students with disability, including ongoing evaluation of funding adequacy for individual students;
 - recipients of College publications, like newsletters and magazines
 - parents
 - anyone authorised to the College to disclose information to
 - anyone to whom the College is required to disclose the information to by law.
- 7.** Personal information collected from students is regularly disclosed to their parents or guardians.
- 8.** The College 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.
- 9.** The College makes reasonable efforts to be satisfied about the protection of any personal information that may be collected, processed and stored in or outside Australia in connection with any cloud and third party services.
- 10.** The College Privacy Policy is accessible via the College website. 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 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.
- 11.** The College may engage in fundraising activities. Information received may be used to make an appeal.
- 12.** On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on the College intranet and on its website. This may include photographs and videos of student activities such as sporting events, camps and excursions. The College will obtain permissions as part of the enrolment process.
- 13.** If provided the College with the personal information of others, such as other family members, doctors or emergency contacts, we encourage to inform them about disclosing that information to the College, that they can request access to and correction of that information if they wish and to also refer them to the College's Privacy Policy for further details about such requests.