



**ST EDMUND'S
COLLEGE**
CANBERRA · EST 1954

INFORMATION COLLECTION NOTICE - STUDENTS

Approved by the St Edmund's College Leadership Team 20 March 2018

This Collection Notice explains in general terms how we protect the privacy of the personal information you provide when you are enrolling your child or your child is enrolled at the St Edmund's College. In reviewing this Collection Notice and providing us with your personal information, you consent to our collection, use and disclosure of that information in the manner set out below, unless you tell us otherwise.

1. St Edmund's College 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 St Edmund's College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the St Edmund's College 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 St Edmund's College.
2. Some of the information St Edmund's College collects is to satisfy our legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of St Edmund's College require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
4. St Edmund's College may request medical reports and health information about students from time to time to discharge its legal duty of care to the student and to other students and staff. This includes a student's asthma and anaphylaxis action plans, as well as any other health or medical information which is reasonably likely to impact on the St Edmund's College's ability to provide educational, first aid and related services.
5. A student's health and medical information will be disseminated and used within St Edmund's College to best meet our duty of care responsibilities. This may include the use of photographs with health action plans to facilitate the identification of students who may be at heightened risk.

Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988.

6. St Edmund's 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:
 - a. government departments;
 - b. third party service providers that provide online educational and assessment support services or applications (apps), which may include email and instant messaging;

- c. another school or College to facilitate the transfer of a student;
 - d. medical practitioners, and people providing educational support and health services to St Edmund's College, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools;
 - e. assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority;
 - f. people providing administrative and financial services to the St Edmund's College;
 - g. anyone you authorise St Edmund's College to disclose information to; and
 - h. anyone to whom the College is required or authorised to disclose the information to by law, including under child protection laws.
7. If this information is not provided to us, St Edmund's College will not be able to fully discharge its duty of care to its students and staff.
 8. St Edmund's 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. The St Edmund's College's Privacy Policy contains further information about its use of cloud and other third-party service providers and any of their overseas locations.
 9. The St Edmund's College's Privacy Policy is accessible via the [College website](#) or from the St Edmund's College Reception 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 St Edmund's 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.
 10. The St Edmund's College Privacy Policy also sets out how parents, guardians, students and their family can make a complaint about a breach of the APPs and how the complaint will be handled.
 11. On occasions information such as academic and sporting achievements, student activities and similar news is published in St Edmund's College newsletters and magazines, on physical displays throughout the St Edmund's College and on our intranet. This may include photographs and videos of student activities such as sporting events, St Edmund's College camps and St Edmund's College excursions.
 12. The St Edmund's College will obtain separate permissions from the student's parent or guardian (and from the student if appropriate) prior to including such photographs or videos or other identifying material in our promotional material or otherwise making this material available to the public, such as on the internet.
 13. St Edmund's College will obtain separate permissions from the student's parent or guardian prior to including personal information on lists, such as co-curricular team lists.
 14. If you provide St Edmund's College with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to St Edmund's College and why, that they can request access to and correction of that information if they wish and to also refer them to the St Edmund's College's Privacy Policy for further details about such requests and how the St Edmund's College otherwise handles personal information it collects and complaints it receives.