



Privacy Collection Notice

1 Privacy Collection Notice

- 1.1 St Kevin's College Ltd ABN 31 659 900 026 (the **College**) (the "College", "we", "us", "our") is an independent, not-for-profit and charitable institution established and operated in Australia to advance education. In carrying out its functions, the College collects personal information.
- 1.2 The College is bound by the Australian Privacy Principles which are part of the Privacy Act 1988 (Cth) (**Privacy Act**) as well as other relevant legislation regarding privacy, health records and education. The Privacy Act govern standards, rights and obligations on:
 - 1.2.1 the collection, use and disclosure of personal information;
 - 1.2.2 an organisation or agency's governance and accountability;
 - 1.2.3 integrity and correction of personal information; and
 - 1.2.4 the rights of individuals to access their personal information.
- 1.3 This Collection Notice provides information about the collection, use and disclosure of personal information, including sensitive information about students and parents/carers and family members (**parents**) before and during a student's enrolment at the College.
- 1.4 Health information about students, which includes information about a disability as defined by the Disability Discrimination Act 1992 (Cth), is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act 1988 (Cth). The College may require medical reports about students from time to time and may otherwise collect sensitive information about students and their families. The College collects only the necessary health information to discharge its duty of care.
- 1.5 This document does not apply to employees or employee records, as the handling of employee records by a private sector employee is exempt from the Privacy Act if it is directly related to the employees' current or former employment relationship.

2 What personal information is collected?

- 2.1 The College may collect personal information about students, such as:
 - 2.1.1 full name, date of birth, gender, contact details including emergency contacts and next of kin;
 - 2.1.2 nationality, languages spoken;
 - 2.1.3 details of previous schooling;
 - 2.1.4 health fund and Medicare details;
 - 2.1.5 school reports, attendance records, behaviour and complaint reports and/or notes;
 - 2.1.6 immunisation records and counselling reports;

- 2.1.7 information regarding referrals to government welfare agencies;
 - 2.1.8 details of any relevant court orders;
 - 2.1.9 photos and/or videos (taken at College events or by closed-circuit television cameras (CCTV));
 - 2.1.10 photos and/or videos of student's artwork or assessment pieces;
 - 2.1.11 residency, visa status/citizenship;
 - 2.1.12 passport number, expiry date and copies of relevant pages;
 - 2.1.13 visa number, expiry date and copy of grant document; and
 - 2.1.14 dietary information for catering.
- 2.2 The College may also collect sensitive information about students where necessary or appropriate, or where the student/parent has otherwise consented such as:
- 2.2.1 health information (e.g., details of disability and/or allergies, and medical certificates, etc. – includes mental health);
 - 2.2.2 racial or ethnic origin (including whether a person identifies as Aboriginal or Torres Strait Islander;); and
 - 2.2.3 religious background
 - 2.2.4 biometric information to the extent used by the College to recognise staff, student and alumni faces in photos or videos to ensure necessary consent is obtained before use.
- 2.3 During and after a student's enrolment at the College we may collect information about their parents:
- 2.31 full name, date of birth/age, contact details;
 - 2.32 nationality, languages spoken;
 - 2.33 occupation and educational history;
 - 2.34 health fund details and Medicare number
 - 2.35 court orders (such as intervention and restraining orders) and parenting plans; and
 - 2.36 financial information (particularly if requesting alternative fee arrangements due to financial hardship), such as employment details, salary and income, assets and liabilities, and supporting or additional requested documents.
- 2.37 The College may also collect sensitive information about parents:
- 2.37.1 racial or ethnic origin (including if students identify as Aboriginal or Torres Strait Islander); and
 - 2.37.2 religious background.

3 How the College collects personal information

- 3.1 The College collects information directly from the individuals, where reasonable and practicable to do so. The College may collect the information in a variety of ways, including:
- 3.1.1 electronic or paper documents (including forms, letters and invoices), face-to-face meetings and interviews, emails and telephone calls;
 - 3.1.2 from our website using various technologies, including 'cookies';
 - 3.1.3 online tools (including apps or other software used by the College);

- 3.1.4 photographs, video or other recordings;
 - 3.1.5 polls, surveys and / or questionnaires;
 - 3.1.6 from other parties (such as education agencies, counsellors, medical practitioners or other schools) to enable the College to discharge its duty of care; and
 - 3.1.7 from publicly available sources.
- 3.2 The College uses facial recognition software to identify students, staff and alumni in photos and videos. This enables the College to ensure they have appropriate consent from all individuals before the photos or videos in question are shared or published. The biometric information used by the software is regarded as 'sensitive information' under the Privacy Act. This data is securely stored in accordance with the College's Privacy Policy and accessible only to authorised College personnel.

4 Why personal information is collected

- 4.1 The primary purpose of collecting personal information is to meet educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the College. This includes:
- 4.1.1 generating statistical data and preparing reports for policy and funding purposes;
 - 4.1.2 organising and managing events/functions;
 - 4.1.3 insurance purposes, internal accounting and administration;
 - 4.1.4 publications such as magazines, newsletters and use in social media, including publication of that material (both physically and online);
 - 4.1.5 seeking donation and marketing for the College events;
 - 4.1.6 enabling the Victorian Catholic Education Authority for the Victorian Department of Education to comply with their reporting requirements;
 - 4.1.7 reporting to educational and Government authorities;
 - 4.1.8 supporting students' social and emotional wellbeing and health;
 - 4.1.9 fulfilling legal requirements including:
 - (1) taking reasonable steps to reduce the risk of harm to students, staff and visitors, including:
 - a) making reasonable adjustments for students with disabilities; and
 - b) ensuring, as far as reasonably practicable, the health and safety of people in the College workplaces, and,
 - 4.1.10 communicating with parents.
- 4.2 The College may also use personal information for any secondary purposes ancillary to the primary purpose, that you would reasonably expect, or as otherwise required or authorised by law.

5 What personal information is shared with other entities

- 5.1 The College may disclose personal information for:
- 5.1.1 the primary purpose it was collected;
 - 5.1.2 any secondary purposes related to the primary purpose and for which you would reasonably expect us to use the collected information; or
 - 5.1.3 otherwise as required by law.

- 5.2 In particular, the College may disclose the information to the following persons:
- 5.2.1 people providing educational, support and health services to the College;
 - 5.2.2 third-party service providers that provide online educational and assessment support services, document and data management services, training and support services, hosting services, software-as-a-service application, migration, administration, financial or educational services to the College;
 - 5.2.3 an approved schooling authority that manages the College's responsibilities under the *Australian Education Regulation 2023* and the *Australian Education Act 2013* (Cth) relating to students with a disability;
 - 5.2.4 assessment and educational authorities, including the Victorian Curriculum and Assessment Authority (VCAA), the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - 5.2.5 another school or staff at another school in accordance with information sharing schemes;
 - 5.2.6 government departments (both state and federal such as the Department of Home Affairs);
 - 5.2.7 recipients of the College's publications, such as newsletters and magazines;
 - 5.2.8 students' or parents and their emergency contacts;
 - 5.2.9 third parties you authorise us to disclose personal information to;
 - 5.2.10 where authorised or required by law or court order, or other governmental order or process, such as where we believe in good faith that the law compels us to disclose information to:
 - (1) lessen or prevent a serious threat to your life, health or safety or public health or safety, where it is impractical to obtain your consent;
 - (2) take appropriate action in relation to suspected unlawful activity or serious misconduct;
 - (3) to locate a person reported as missing;
 - (4) to assert a legal or equitable claim; or
 - (5) to conduct an alternative dispute resolution process; and
 - 5.2.11 where we are required to do so as a result of any obligations we owe under a contract.

6 Limits on sharing personal information with entities based outside Australia

- 6.1 The College takes all reasonable steps not to disclose an individual's personal information to overseas recipients. However, in certain limited circumstances not already covered under the primary purpose in this *Privacy Collection Statement*, the College may disclose an individual's personal information to an overseas recipient, for example, if certain IT functions are outsourced to an overseas service provider, to store information on cloud servers located overseas, to facilitate a school exchange or to enrol an international student. If the College does send personal information about an individual outside Australia, it:
- 6.1.1 obtains the consent of the individual (in some cases this consent is implied); or

6.1.2 otherwise comply with the APPs or other applicable privacy legislation.

6.2 More detailed information about the way the College uses and discloses personal information is set out in the College's comprehensive *Privacy Policy* located on the College's website www.stkevins.vic.edu.au

6.3 The College's *Privacy Policy* includes information about how you may access your personal information or seek correction of your personal information. The *Privacy Policy* also includes information about how you can make a complaint about how your personal information has been handled.

7 If personal information cannot be collected

If any personal information requested by the College is not provided, the main consequences for the individual, is that it 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.

8 Contact

To find out more about:

8.1.1 how the College deals with your personal information,

8.1.2 to get access to your information, or

8.1.3 to opt-out from receiving any direct marketing communications from the College;

contact the Director of Governance who acts as the College's Privacy Officer at (03) 9822 0911 and privacy@stkevins.vic.edu.au.

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