1. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School, 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 School.

2. Some of the information we collect 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 pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.

5. The School may disclose personal and sensitive information for administrative, educational and support purposes. This may include to:
   - School service providers such as the CECV, Catholic Education Offices, parish, school 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 school 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 School, including specialist visiting teachers, sports coaches, volunteers and counsellors;
   - anyone you authorise the School 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 pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.

7. The School may also store personal and sensitive information in the 'cloud' which may mean that it resides on servers which are situated outside Australia. Where personal and sensitive information is retained by the CECV by a cloud service provider to facilitate HR and staff administrative support, this information will be stored on servers located within Australia. This includes the Integrated Catholic Online Network (ICON) system. All data is stored within Google data centres. These data centres (http://www.google.com/about/datacenters/inside/locations/index.html ) are geographically spread and data is often replicated across multiple sites for purposes of redundancy. This
multi site replication makes it impractical to determine the exact geographical location of all data. All Google data centers have a consistent approach to security and privacy adhering to the following standards: SSAE 16 / ISAE 3402 Type II, SOC 2-audited and have achieved ISO 27001 certification. For industries or geographies subject to specific regulations, Google Drive supports FISMA, FERPA, and HIPAA and adheres to the Safe Harbor Privacy Principles.

8. The School may from time to time use the services of third party online providers (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. The school has made reasonable efforts to be satisfied about the protection of any personal information that may be collected and stored outside Australia in connection with these services, as not all countries are bound by laws which provide the same level of protection for personal information as the APPs.

9. School personnel and the Catholic Education Commission of Victoria and their 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.

10. The School's Privacy Policy is accessible via the school website, newsletter, handbook, or from the School office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which the School 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 School'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.

11. The School’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.

12. As you may know the School from time to time engages 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.

13. On occasions information such as academic and sporting achievements, student activities and similar news is published in school 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. The School will obtain permissions from the student’s parent or guardian (and from the student if appropriate) prior to publication if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet. We may include students’ and parents’ contact details in a class list and school directory.

15. If you provide the School with the personal information of others, such as 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 and to refer them to the School’s Privacy Policy for further details about such requests and how the School otherwise handles personal information it collects.

15. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.