



Document Name:	Data Collection Notice
Related Policy:	Privacy Policy
Released:	2015
Due for Review:	2021
Domain:	Stewardship

1. Servite College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at Servite College. This maybe in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the pupil and to enable them to take part in all activities of the College.
2. Some of the information we collect is to satisfy the School's 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 that 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 Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, the College's local diocese and the parish, schools within other Catholic Dioceses. Information is also disclosed to government authorities such as Schools Curriculum and Standards Authority the Australian Curriculum, Assessment and Reporting Authority (ACARA), medical practitioners, and people providing services to the College, including specialist visiting teachers, [sports] coaches, volunteers and counsellors.
6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
7. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. The College's Privacy Policy sets out how parents or pupils may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the pupil, or where pupils have provided information in confidence.
9. The College's Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
10. As you may know the College from time to time engages 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.
11. On occasions information such as academic and sporting achievements, pupil activities and similar news is published, in College newsletters and magazines and on our website. Photographs of pupil activities such as sporting events, College camps and excursions may be taken for and published in College newsletters, website, magazines and on our intranet. Parents and Guardians must notify the College in writing, if they do not give permission for their child's photograph to be used in Servite College or CEWA publications. Additionally, social media including but not limited to Facebook, Twitter, Instagram may be used by College staff to post spontaneously captured images of pupils as a means of recognizing and affirming their involvement and performance. This practice is strictly governed by the requirements of the College's Code of Conduct.

12. We may include pupils' and pupil's parents contact details in a class list and College directory.
13. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

Related Documents

[Servite College Privacy Policy](#)

Review History

Year of Review	Reviewed By	Amendments
2018	Administration/Executive	Amendments & Updates – November 2018
2021		