



GENERAL INFORMATION COLLECTION NOTICE: STUDENTS

This Collection Notice explains, in general terms, how we protect the privacy of the personal information you provide when you are enrolling your child at Salesian College Sunbury (the 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 inform us otherwise.

Collection of personal information

1. The College collects personal information, including sensitive information about students and parents/guardians/carers and family members before and during a student's enrolment at the College. This may be in writing, through technology systems or in conversations and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable the 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 College.
2. Some of the information the College collects is to satisfy the College's legal obligations in relation to discharging its duty of care.
3. Laws governing or relating to the operation of the College require certain information to be collected and disclosed. These include relevant education Acts and public health and child protection and immigration laws.
4. Health information about students which includes information about any disability as defined by the Disability Discrimination Act 1992 is sensitive information within the terms of the Australian Privacy Principles (APPs) 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. 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 College's ability to provide educational, first aid and related services.

Consequences if information is not collected

5. If any personal information requested by the College is not provided, the main consequences for the individual if all or some of the personal information is not collected by the College, 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.
6. If the required information is not provided the College, in some circumstances the College may view this as an unacceptable risk and will not proceed with the enrolment.

Use and disclosure of personal information

7. The College may disclose personal and sensitive information for administrative, educational and student support purposes, or may permit the information to be directly collected by third parties. Other entities or persons to which the College usually discloses personal information of the kind collected by the College include:
 - a) College service providers such as the Victorian Catholic Education Authority (VCEA), Melbourne Archdiocese Catholic Schools (MACS), school governing bodies and other dioceses.

- b) third party service providers that provide online educational and assessment support services, document and data management services, training and support services, hosting services, and software-as-a-service applications - for example, the Integrated Catholic Online Network (ICON), Google G Suite, and the Victorian Curriculum and Assessment Authority (VCAA) or applications (apps), which may include email and instant messaging, Paperly, Schoolbox, Synergetic.
 - c) College systems, including Microsoft 365. Limited personal information may be collected and processed or stored by these providers in connection with these services.
 - d) VCEA and MACS to discharge responsibilities under the Australian Education Regulation 2013 and the Australian Education Act 2013 (Cth) relating to relating to visa sub-classes, students with a disability, including audit processes and Nationally Consistent Collection of Data (NCCD) quality assurance processes, including ongoing evaluation of funding adequacy for individual students.
 - e) MACS and the VCEA to support the school by undertaking assessments of students for the purpose of educational programming or external providers of health services such as counsellors, psychologists, school nursing services, dental vans. Specific consent is obtained to collect and disclose sensitive information and health information if it is required as part of a service request, which may include release of relevant medical or allied health reports, educational planning and evaluation documents such as personalised learning/behaviour/medical management plans
 - f) MACS and the VCEA to support the training of selected staff in the use of electronic document and records management systems and line of business systems, such as ICON and ROSAE
 - g) Another College to facilitate the transfer of a student
 - h) Federal and State government departments and agencies acting on behalf of the government for compliance or audit purposes, or data collections, for example February and August census processes and census audits, NAPLAN, Australian Early Development Census
 - i) people and organisations providing instructional services such as sports coaches, external training services, guest speakers, volunteers, counsellors and providers of learning and teaching consultancy support and student assessment services
 - j) assessment and educational authorities, including the VCAA and the Australian Curriculum, Assessment and Reporting Authority (ACARA)
 - k) people providing administrative and financial services to the College
 - l) anyone parents/guardians/carers authorise the College to disclose information to
 - m) anyone to whom the school is required or authorised to disclose the information by law, including under the Child Information Sharing Scheme (CISS) and the Family Violence Information Sharing Scheme (FVISS) child protection and mandatory reporting laws
8. The College is required by the Federal Australian Education Regulation (2013) (Cth) and Australian Education Act 2013 (Cth) (AE Act) to collect and disclose certain information to inform the Students with Disability (SwD) loading via the NCCD. The College provides the required information at an individual student level to MACS and the VCEA, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance and audit obligations under the AE Act. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.
9. Personal information collected from students is regularly disclosed to their parents/guardians/carers.
10. If parents/guardians/carers provide the College with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the College and why.

11. If a parent/guardian/carer makes an enrolment application to another school, personal information including health information provided during the application stage may be collected from, or shared with, the other school.
12. The College may disclose limited personal information to the College's parish to facilitate religious and sacramental programs, and other activities such as fundraising.
13. The College may engage in fundraising activities. Information received from the parent/guardian/carer may be used to make an appeal to the parent/guardian/carer. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. The College will not disclose personal information to third parties for marketing purposes without parent/guardian/carer consent.
14. On occasion, 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 the College website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permission from the student's parent/guardian/carer and from the student if appropriate, prior to publication to enable the school to include such photographs or videos, or other identifying material, in the promotional material or otherwise make this material available to the public. The College may obtain permission annually, or as part of the enrolment process. Permission obtained at enrolment may apply for the duration of the student's enrolment at the College unless the College is notified otherwise. Annually, the College will remind parents/guardians/carers to notify the College if they wish to vary the permission previously provided. The College may include student and parent/guardian/carer contact details in a class list and school directory.
15. The College may use online or cloud service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about the College's use of an online or 'cloud' service providers is contained in the College's Privacy Policy.
16. The College's Privacy Policy, accessible on the College's website, sets out how parents/guardians/carers 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, where access may result in a breach of the College's duty of care to the student, where students have provided information in confidence or where the College is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).
17. College personnel and the College's service providers, and the VCEA and its 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 systems and ensuring its proper use.

Access to personal information

18. The College's Privacy Policy is accessible via the College website, newsletter, handbook, or from the College 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 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.

Disclosure to overseas recipients

19. The College may disclose personal information about an individual to overseas recipients to facilitate for example, a College exchange or a student overseas tour.
20. Where personal information is held by a cloud computing service provider on behalf of the College for educational and administrative purposes, it may be stored on servers located within or outside Australia.
21. Otherwise, it is not practicable to specify in this notice the countries in which overseas recipients of personal information are likely to be located.

Complaints

20. The College's Privacy Policy also sets out how parents and students can make a complaint if they believe there has been a breach of the Australian Privacy Principles (APPs) and how the complaint will be handled.

Details of the College

Salesian College Sunbury

1 Macedon St, Sunbury VIC, 3429

Phone: (03) 9744-0000

Email: hello@scr.vic.edu.au

POLICY INFORMATION

Responsible director	Strategic Director - Business, Finance and Operations
Policy owner	College Executive
Approving authority	College Executive
Assigned Board Committee	-
Committee Approval Date	-
Executive Approval date	04/06/2026
Next Executive Review date	04/06/2028
Publication	Schoolbox; Website
POLICY DATABASE INFORMATION	
Assigned framework	MS2-Enrolment; CA1-Governance
Superseded versions	2020 v1.0, 2021 v1.1, 2023 v1.2, 2024 v2.0, 2026 v2.1