



PRIVACY COLLECTION NOTICE

1. This notice applies to all primary and secondary Catholic schools managed and operated by the Diocese of Sale Catholic Education Limited (**DOSCEL**) in the State of Victoria (**School**). This notice also applies to the DOSCEL Secretariat. The DOSCEL Secretariat and Schools collect personal information, including sensitive information, about students and parents, guardians, carers and family members before and during the course of a student's enrolment at the School in various ways, directly and from other sources.

This is primarily to help support the DOSCEL Secretariat and Schools to meet educational, administrative and duty of care responsibilities to students to enable them to take part in all the activities of the school (including facilitation of religious and sacramental programs) and to carry out other activities such as undertaking fundraising appeals, communicating to the broader community about school activities and events and student academic achievements and government reporting.

2. Health information about students (which includes information about any disability) may be collected, such as by requesting medical or other reports about students to assist the school to determine whether there are any reasonable adjustments which a student requires in order to accommodate individual needs.
3. The DOSCEL Secretariat is required by State and Federal laws like the Education Acts and Regulations, Public Health and Child Protection laws, to collect from the School and disclose personal information to government departments and agencies. This includes sharing information relating to students with disability for the purposes of the Nationally Consistent Collection of Data on students with Disability (**NCCD**), most of which must be disclosed on a de-identified basis. Annual Ministerial Council disability guidelines for the year may also require access to supporting records for data quality assurance purposes. This is to facilitate appropriate Australian Government funding for schools educating students with disability, to the relevant school. This also includes the DOSCEL Secretariat and Schools disclosing personal information to other prescribed Information Sharing Entities (**ISEs**) to the extent that this is required or authorised under the Child Information Sharing Scheme (**CISS**) or Family Violence Information Sharing Scheme (**FVISS**). Other ISEs include Victoria Police and family violence specialist services. For more information, see: [Information Sharing and Family Violence Reforms Contextualised Guidance](#), [Child Information Sharing Scheme Ministerial Guidelines](#), [Family Violence Information Sharing Guidelines](#), and [Family Violence Multi-Agency Risk Assessment and Management Framework](#).
4. If the personal information requested is not provided, this may affect the DOSCEL Secretariat's and the School's ability to appropriately respond to enquiries and provide curriculum, educational and support services and to secure appropriate funding.
5. The DOSCEL Secretariat and the School may need to disclose the personal and sensitive information it collects to a range of individuals and entities including:
 - school service providers (entities and individuals) that provide administrative and financial services, educational, support and health services to the DOSCEL Secretariat and Schools

- third party service providers that provide the DOSCEL Secretariat and Schools educational support services, online tools, applications (apps) such as Operoo, Simon and NForma, school systems including the Integrated Catholic Online Network (**ICON**) and G Suite for Education including Gmail or Microsoft 365 and other cloud services
 - service providers including online and cloud computing service providers which may be or may have servers located overseas including, but not limited to, Singapore, Thailand, Japan and the USA, and third party providers that provide document and data management services
 - other parties engaged by the DOSCEL Secretariat and Schools that support or enhance the educational or pastoral care services for students
 - Federal and State government departments and agencies
 - people providing services to DOSCEL, including specialist visiting teachers
 - recipients of publications, such as newsletters, magazines or publications on the Diocese of Sale, DOSCEL or School websites
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority
 - another school to facilitate the enrolment of a student
 - medical practitioners and other health service providers
 - student's parents, guardians and/or carers and their emergency contacts (about students in their care)
 - anyone to whom you authorise the DOSCEL Secretariat and Schools to disclose information
 - anyone to whom the DOSCEL Secretariat and Schools are otherwise required or authorised to disclose the information to by law, including under child protection laws or under CISS or FVISS.
6. DOSCEL employees and DOSCEL's 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 ICON system and ensuring its proper use.
 7. DOSCEL's Privacy Policy which applies to the School and the DOSCEL Secretariat is accessible via the DOSCEL website, School websites or from the DOSCEL Secretariat and explains how you may seek access to, and correction of your personal information which the DOSCEL Secretariat and the School has collected and holds, how you can make a privacy related complaint and how your complaint will be handled.
 8. If you provide the DOSCEL Secretariat or the School with the personal information of others, such as other family members, medical practitioners and other health service providers or emergency contacts, we encourage you to inform them you are disclosing that information and why, that they can request access to and correction of that information if they wish and to also refer them to DOSCEL's Privacy Policy for further details about such requests and how the DOSCEL Secretariat and the School otherwise handle personal information collected and complaints that are received.

