



# ST ALOYSIUS' COLLEGE

A Jesuit School for Boys • Founded 1879

## PRIVACY COLLECTION NOTICE

---

1. St Aloysius' College Ltd (ABN 46 621 313 264, trading as St Aloysius' College) (College) collects personal information, including sensitive information, about students and parents or guardians before and during the course of the student's enrolment at the College. This may be in writing or during the course of conversations. The primary purpose of collecting this information is to enable the College to meet its educational and administrative requirements and to enable the student to take part in all activities of the College.
2. In some circumstances the College may be provided with personal information about a student from a third party, for example a report provided by a medical professional or a reference from another College or School.
3. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
4. Certain laws governing or relating to the operation of schools require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
5. Health information about students is sensitive information within the terms of the Australian Privacy Principles (**APPs**) under the *Privacy Act 1988* (Cth). We may ask you to provide medical reports about students from time to time.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of the student.
7. The College may disclose personal and sensitive information to others for administrative, educational and support purposes. This may include disclosures to:
  - College service providers such as the parish, school governing bodies and other dioceses;
  - third party service providers that provide educational support services to schools and school systems such as the Association of Independent Schools of NSW;
  - another school to facilitate the transfer of a student to another school;
  - government departments (including for policy and funding purposes);
  - medical practitioners, and people providing educational, support and health services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors;
  - providers of learning and assessment tools;
  - assessment and educational authorities, including the Australian Curriculum Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose to the entity that manages the online platform for NAPLAN);
  - people providing administrative and financial services to the College;
  - anyone you authorise the College to disclose information to; and
  - anyone to whom we are required or authorised to disclose the information by law, including child protection laws.
8. Personal information of students is regularly disclosed to their parents or guardians.
9. The College also uses 'Google Apps for Education' (**GAFE**) including Gmail. Through the use of these services, personal information of students, parents or guardians may be transferred, stored and processed by Google in the United States, or any other country Google uses to provide these services. College personnel 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. Where personal information is held by GAFE it will be limited and may include:
  - Name
  - Email Address
  - Student Date of BirthPersonal information held by GAFE will be stored in accordance with the APPs.
11. The College may store personal information in the "cloud" which may mean that it resides on servers which are situated outside Australia.
12. Other than as described in paragraph 9 above, the College does not currently disclose personal information to recipients located outside Australia.
13. The College's Privacy Policy is accessible via the College's website or from the College office. The policy sets out how parents, guardians or students may seek to access and correct personal information collected about them or their child. However, there may 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 student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
14. The College's Privacy Policy also sets out how parents, guardians and students may complain about a breach of privacy and how the complaint will be handled.
15. The College may engage 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.
16. On occasions, information such as academic and sporting achievements, student activities and similar news is published in College newsletters, magazines, Yearbooks, newspapers on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, College camps and College excursions. The College will obtain permission from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos or other identifying material or otherwise make this material available to the public such as on the internet.
17. We may include your contact details in a class list and College directory. If you do not agree to this you must advise us now by contacting the Registrar.
18. 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 College does not usually disclose the information to third parties.