



Holy Spirit Community School Collection Policy

1. Holy Spirit Community School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at Holy Spirit Community School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable Holy Spirit Community School and the Catholic Education Commission of Victoria (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 Holy Spirit Community School.
2. Some of the information we collect is to satisfy Holy Spirit Community School's legal obligations, particularly to enable Holy Spirit Community 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 students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. We may ask you to provide medical reports about students from time to time.
5. Holy Spirit Community School may disclose personal and sensitive information for administrative, educational and support purposes. This may include to:
 - School service providers such as the Catholic Education Commission of Victoria, Catholic Education Offices, parish, school governing bodies and other dioceses;
 - third party service providers that provide educational support services to schools and school systems such as the Integrated Catholic Online Network (ICON) system;
 - another school to facilitate the transfer of a student;
 - government departments;
 - medical practitioners, and people providing educational, support and health services to Holy Spirit Community School, including specialist visiting teachers, sports coaches, volunteers and counsellors;
 - anyone you authorise Holy Spirit Community 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 students is regularly disclosed to their parents or guardians.

7. Holy Spirit Community School also uses 'Google Apps for Education' (GAFE) including Gmail. Through the use of these services, personal information of pupils, 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. 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.
8. Where personal information is held by GAFE it will be limited and may include:
 - Name
 - Email Address
 - Student Date of Birth

Personal information held by GAFE will be stored in accordance with APPs.

Holy Spirit Community School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

Holy Spirit Community School uses the services of a third party online provider which may be accessible by you. Holy Spirit Community School has made reasonable efforts to be satisfied about the security of any personal information stored outside Australia as not all countries are bound by laws which provide the same level of protection for personal information provided by the APPs.

Please tick the box below to confirm that you consent to this disclosure, processing and storage of your personal information.

Tick box

9. Where personal and sensitive information is retained by the CECV by a cloud service provider for educational and administrative purposes, it will be stored on servers located within Australia. This includes the Integrated Catholic Online Network (ICON) system.
10. Holy Spirit Community School's Privacy Policy is accessible via Holy Spirit Community School website, newsletter, handbook or from Holy Spirit Community School office. The policy sets out how parents, guardians or students may seek access to personal information collected about them. 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 Holy Spirit Community School's duty of care to the student, or where students have provided information in confidence.
11. Holy Spirit Community School's Privacy Policy also sets out how parents and students can make a complaint about a breach of the Australian Privacy Principles and how the complaint will be handled.
12. Holy Spirit Community School 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 Holy Spirit Community School'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.

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. Holy Spirit Community School will obtain permissions annually 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 student's and parents' contact details in a class list and School directory.
14. If you provide Holy Spirit Community 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 Holy Spirit Community School and why, that they can access that information if they wish and that Holy Spirit Community School does not usually disclose this information to third parties.