

STANDARD COLLECTION NOTICE
EMMAUS CATHOLIC PRIMARY SCHOOL



This notice explains how the School handles the personal information of students and parents or guardians. The School is conducted by the Catholic Education Office of the Catholic Archdiocese of Adelaide. References to the School (and we, our) include the CEO.

How and Why does the School Collect Personal Information?

1. The School collects personal information about you before and during the course of a student's enrolment at the School. This may be in writing, through technology systems or in the course of conversations. The types of personal information the School collects includes sensitive information, which includes health information.
2. The primary purpose of collecting personal information is to enable the School to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the School.
3. The School has legal obligations which require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws as well as the School's duty of care to students.
4. A student's enrolment may be delayed or prevented if the School cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
5. If you provide the School 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 School and why.

To Whom Does the School Disclose Information

6. The School may disclose your personal and sensitive information for educational, care and administrative purposes, and to seek support and advice. This may include to:
 - other schools and teachers at those schools, including a new School to which a student transfers to facilitate the transfer of the student, (see also para [12] below);
 - government departments (including for policy and funding purposes);
 - Catholic Education Office, the Catholic Archdiocese of Adelaide and Schools within the Catholic Archdiocese of Adelaide;
 - medical practitioners;
 - people providing educational, support and health services to the School, including specialist visiting teachers, specialist advisors, [sports] coaches, volunteers, and counsellors;
 - organisations that assist us with fundraising (see para [11] below);
 - 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 it to the entity that manages the online platform for NAPLAN);

- the third party providers of our information management and storage systems (for the purpose of the providers providing services to the School in connection with the systems);
- people providing other information technology services to the School (see also para [9] below)
- people providing administrative and financial services to the School;
- anyone you authorise the School to disclose information to; and
- anyone to whom the School is required or authorised to disclose the information to by law, including child protection laws.

7. Personal information collected from students is regularly disclosed to their parents or guardians.

8. School activities and news (including student achievements) are frequently published in the School's journals, newsletters and magazines, on our SeeSaw app, on our intranet or otherwise shared with the School community (current, future and past students, parents and teachers). This may include personal information (including photographs and videos) of students and parents involved in School activities such as academic and sporting events and achievements, concerts and plays, school camps and school excursions. The School will obtain permissions annually if we would like to include photographs or videos or other identifying material of students (or parents) in our promotional material or otherwise make this material available to the public such as on the internet.

9. The School uses centralised information management and storage systems (Systems). These Systems are provided by the Catholic Education Network (CEnet) and third party service providers. CEnet is owned by the Catholic dioceses. Personal information is stored with and accessible by CEnet and the third party service providers for the purpose of providing services to the School in connection with the Systems and for CEnet, for administering the education of students.

Overseas Storage and/or Disclosure

10. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some personal information may be provided to these service providers to enable them to authenticate users that access their services, and for technical support. This personal information may reside on a cloud service provider's servers which may be situated outside Australia.

Fundraising

11. The School may engage in fundraising activities. Your personal information may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

Enrolment Applications with the Diocese

12. If you make an enrolment application to another School within our Diocese, personal information provided during the application stage may be collected from, or shared with, the other School. This personal information may include sensitive information and is used for the purpose of considering and administering the enrolment of the student within the Diocese.

Your Rights and How to Complain

13. The School's Privacy Policy, accessible on the School's website, sets out how you can:

- seek access to and correction of your personal information which the School holds; and
- make a privacy complaint and how we will handle the complaint.