



JOHN XXIII COLLEGE PRIVACY COLLECTION NOTICE

1. John XXIII College (the College) collects personal information, including sensitive information about you. This may be in writing, through technology systems, or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide the safe delivery of the educational program to the student and to enable them to take part in the activities of the College.
2. 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.
3. The law requires us to collect, use, and disclose certain information. These laws include (but are not limited to) the School Education Act 1999, the Children and Community Services Act 2004, and common law.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act 1988. We may collect such information about students from time to time.
5. A student's enrolment may be delayed or prevented, and their education adversely affected, if the College 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.
6. The College from time to time may disclose personal and sensitive information to others for administrative, support, and educational purposes. This may include to:
 - other schools and teachers at those schools
 - government departments (including for policy and funding purposes)
 - CEWA, the Catholic Education Commission (CEC), the school's local diocese and the parish, other related church agencies/entities, and schools within other Dioceses/other Dioceses
 - the school's local parish
 - connected organisations such as the Loreto, Mary Ward and Jesuit networks
 - medical practitioners
 - Police
 - people providing educational, support and health services to the College, including specialist visiting teachers, coaches, volunteers, and counsellors
 - providers of specialist advisory services and assistance to the school, including in the area of Human Resources, child protection and students with additional needs
 - people participating in, ancillary or incidental to, digital communication such as Microsoft Teams video and chats
 - 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)
 - people providing administrative and financial services to the school
 - recipients of school publications
 - anyone who has received authorisation to have such information disclosed to them
 - volunteers
 - bodies and clubs associated with the College

- College service providers, such as Horizons West
 - anyone you authorise the school to disclose information to, and
 - anyone to whom we are required or authorised to disclose the information by law, including child protection laws.
7. Personal information collected from students is regularly disclosed to their parents/guardians.
 8. If you make an enrolment application to another CEWA or government school, personal information provided during the application stage may be used in this process. This personal information may include health information and is used for the purpose of considering and administering the enrolment.
 9. The College uses centralised information management and storage systems. These systems are provided by CEWA and third-party service providers. Personal information is stored with and accessible by those providers for the purpose of providing services to CEWA and the College.
 10. The College uses online or 'cloud' service providers to store personal information and to provide services that involve the use of personal information, such as services relating to email, instant messaging, online 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 on online or 'cloud' service providers is contained in our Privacy Policy.
 11. The College's Privacy Policy is accessible on the College website and sets out how you may seek access and correct your personal information. However, there will 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 pupil, or where pupils have provided information in confidence. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).
 12. The College Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
 13. The College from time to time may engage professional consultants in fundraising activities, school surveys and other needs of the College Council. Information received from you 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.
 14. On occasions information such as academic and sporting achievements, student activities and similar news is published, in both hard and digital copy, in College newsletters, Heritage, Magazines and on our website. These items may include photographs. The College will obtain separate permissions from the students' parent or guardian prior to publication if we would like to include photographs or other identifying material in promotional material for the College or otherwise make it available to the public such as through the media.
 15. We may include your contact details in a class list and College directory and make this available to Parent Association Liaison members and parents for school activity contact purpose only.
 16. 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 will only disclose the information to third parties if it is necessary for school purposes or duty of care.

17. As with all decisions concerning children, the best interests of the student are a primary and overriding consideration in the management of information. A student's right to safety prevails above all other considerations, including theirs and others' right to privacy.

