



STATEMENT 05.18.02a-E

Privacy Collection Notice - General

St Edmund's College (the School) is part of Edmund Rice Education Australia (EREA), which is an organisation consisting of schools, entities and offices offering a Catholic education in the tradition of Blessed Edmund Rice.

On occasion the School collects personal and sensitive information on students and staff. The primary purpose of collecting this information is to enable the School to assist with the provision of an educational service to students with sensory and/or intellectual disabilities. The School adheres to its Privacy, Dignity and Confidentiality Procedure and the EREA Privacy Policy.

Information may be required by the schools to assist:

- in the enrolment of students
- staff to deliver educational programs e.g. Special Education and Vocational Education
- in discharging their duty of care to pupils
- in the administration of Commonwealth and State funded educational programs
- in the completion of the annual census
- the NSW Catholic Education Commission in the distribution of appropriate government funding
- the EREA Eastern Region
- in satisfying legal obligations/accountability requirements
- in our marketing
- in our fundraising

Information is collected in writing and from time to time may also be collected verbally, electronically or from third parties.

From time to time the School may be required to disclose personal and sensitive information to others for administrative and educational purposes. These include government departments, the Catholic Schools Office, the Catholic Education Commission, Royal Blind Society, Guide Dogs Association, Vision Australia, Dioceses and Parishes, Catholic Commission for Employment Relations, medical practitioners and people providing services to the school, including specialist professionals. Personal information and sensitive information may from time to time have to be exchanged with Catholic schools, medical practitioners and persons providing educational services to Catholic schools.

If the School does not obtain the personal information requested, the school may not be able to support enrolment at the School, provide financial assistance to a student or provide outreach support services to a Diocese, school or student.

Personal information collected in respect of students may be disclosed to their parents and guardians.

Parents may seek access to personal information collected by the School on them and their son/daughter by contacting the School. Pupils may also seek access to personal information collected on them by the School. 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 duty of care to the pupil, or where parents or pupils have provided information in confidence.

The College may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia. EREA's Privacy Policy contains further information about its use of cloud and other third-party service providers. EREA's Privacy Policy is accessible via the College website or from the College office. The policy sets out how access may be sought and correction to personal information may be made which the College has collected and hold. However access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others or

may result in a breach of the College’s duty of care obligations. Any refusal will be notified in writing with reasons if appropriate.

Date of Next Review	July 2022
Approval Authority	College Principal
Related Policies, Procedure and Guidelines	05.18.02b-E – Privacy Collection Statement – Students 05.18.02c-E – Privacy Collection Statement – Job Applicants 05.18.02d-E – Privacy Collection Statement – Volunteers & Contractors 02.06.01-E – Privacy, Dignity and Confidentiality Procedure 05.32.00-EREA – EREA Privacy Policy 02.06.04d-NSW – Australian Privacy Principles (APPs) 06.03.00-E – Professional Code of Conduct Policy Commonwealth Privacy Act 1988 Privacy Amendment (Notifiable Privacy Breaches) Act 2017