Melbourne Archdiocese
Catholic Schools

Privacy Collection Notice – Students and Parents

1. Introduction

Melbourne Archdiocese Catholic Schools Ltd (MACS) schools operate with the consent of the Catholic Archbishop of Melbourne and are owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (**MACS**).

2. Scope

This Collection Notice applies to all methods for collection of Personal Information.

This Collection Notice explains how MACS and MACS schools, including specialist schools operated by MACS subsidiary, Melbourne Archdiocese Catholic Specialist Schools (MACSS) and school boarding premises operated by MACS schools handle the Personal Information of Students and Parents / Carers (**Parents**).

3. Purpose for the collection of Personal Information

The primary purpose of collecting Personal Information (including Sensitive Information) is to enable the school to provide schooling and education to students enrolled at the school, to exercise its duty of care to students, to perform necessary administrative tasks and to foster community engagement which will enable the students to take part in all school activities.

4. What we collect and why

4.1. MACS and the school require Personal Information to fully and properly administer enrolment at the school and provide education and educational support services in accordance with MACS policies, procedures and processes.

4.2. MACS and the school also collect information for related purposes such as:

- facilitate access to learning and other support services
- provide co-curricular activities, programs and events
- provide information about MACS or school related activities, events, or services that may be of interest
- facilitate religious and sacramental programs offered by parishes and
- provide alumni relations following Student graduation.

4.3. The school also has legal obligations which require it to collect and disclose certain information. These include relevant privacy, education, public health, immigration and child protection laws as well as the school's duty of care to students.

4.4. A student's enrolment may be delayed or prevented if the school cannot collect certain Personal Information. This is particularly in relation to the health and safety of the student, other students and / or staff.

4.5. If you provide the school with 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.

4.6. MACS will always try and collect information directly from the individual (or Parents in the case of students). Where individuals provide information through a third party, MACS will seek your authorisation for the collection where it is reasonable and practicable to do so.

4.7. MACS / the school will collect information about students such as name and contact details, date of birth, gender, language, background, previous education history, religion, welfare information, medical and health information (including details of any disabilities, allergies, assistance the student requires and medical reports); cognitive assessments, conduct and complaint reports and other behaviour notes; school reports; information

about referrals to government agencies; information obtained during counselling sessions; court orders; photographs and videos from school activities and events and closed circuit television (CCTV) footage; and internet browsing history (using school email address).

4.8. MACS will collect information about Parents such as names, contact details, educational level, occupation, language, background, medical health fund details, Medicare number, court orders, Working with Children Clearances (for volunteers), CCTV footage from cameras used in MACS Premises.

4.9. In some circumstances MACS may be provided with personal or health information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

4.10. MACS may collect information from another school, governing body, regulator or authority including a Victorian Student Number (VSN), academic records and/or achievement levels, and information that may be relevant to assisting a school in meeting the needs of a student including any adjustments for learning.

5. How MACS uses Personal Information

5.1. MACS and the school will only use your Personal Information as described in this notice and in accordance with the Privacy Policy.

5.2. Here are some of the ways MACS and the school use or disclose your Personal Information:

- for administrative, educational and student support purposes
- to facilitate the transfer of a student to another school or college
- to provide access to IT systems and applications as part of enrolment
- to enable MACS office staff to:
  - discharge responsibilities under the Australian Education Regulations 2013 and the *Australian Education Act 2013* (Cth) relating to visa sub-classes, students with a disability, including audit processes and Nationally Consistent Collection of Data (NCCD) quality assurance processes
  - support the school to undertake assessments of students for educational programs or external health service providers such as counsellors, psychologists, school nursing services, and dental vans. Specific consent is obtained to collect and disclose health information and Sensitive Information as part of a service request. This may include release of relevant medical or allied health reports, educational planning and evaluation documents such as personalised learning or behaviour/ medical management plans and
  - to support the training of selected staff in the use of MACS' electronic document and records management systems and line of business systems
- to external authorised agencies, organisation and government departments for reporting, compliance, audit purposes, or data collections. For example:
  - census processes and census audits, e.g., NAPLAN, Australian Early Development Census
  - Nationally Consistent Collection of Data (NCCD) quality assurance processes, participation in the Australian Early Development Census (AEDC) and government audits
  - the Victorian Curriculum and Assessment Authority (VCAA) and the Australian Curriculum, Assessment and Reporting Authority (ACARA) NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN)
  - authorised agencies and organisations to enable MACS and the school to discharge its responsibilities under child safety legislation, including Commission for Children and Young People (CCYP), Victorian Institute of Teaching (VIT) and Victoria Police and
  - VCAA to provide or verify a student's Victorian Student Number (VSN) and related information. The school is also empowered to access, use, or disclose

the VSN and related information under information sharing laws. See Associated Legislation and Schemes below.

- to third-party service providers that provide services including training and support services, online educational and assessment support services, electronic document and records management systems, line of business systems, hosting services, and software-as-a-service applications – for example, the Integrated Catholic Online Network (ICON), Google G Suite, and the VCAA
- to people and organisations providing instructional services such as sports coaches, educational programs and activities, external training services, guest speakers, volunteers, counsellors and providers of learning and teaching consultancy support and student assessment services
- to people or organisations providing administrative and financial services to MACS
- to any individual to whom Parents have authorised disclosure of information by MACS
- to Parents
- to anyone to whom MACS is required or authorised to disclose the information by law, including under the Child Information Sharing Scheme (CISS) and the Family Violence Information Sharing Scheme (FVISS) child protection and mandatory reporting laws
- To the Victorian Catholic Education Authority (VCEA), other school governing bodies and other dioceses for the purpose of providing funding, educational, health, safety and wellbeing for students and
- to the Catholic Archdiocese of Melbourne (CAM) if required for legal proceedings (informal/formal) and the National Redress Scheme.

5.3. MACS regularly discloses Personal Information collected from students to their Parents. This may include student use of technology systems and applications.

5.4. MACS may include students' and Parents' names and contact details in school directories or class lists (or similar).

Fundraising

5.5. MACS may disclose limited Personal Information to parishes to facilitate religious and sacramental programs, and other activities such as fundraising.

5.6. MACS may engage in fundraising activities and MACS may use information received from Parents to make an appeal to them. MACS may disclose this information to organisations that assist in fundraising activities solely for that purpose. MACS will not disclose Personal Information to third parties for marketing purposes without your consent.

Photography and recording permission

5.7. MACS will obtain consent from the student's Parents, and from the student if appropriate, as part of the enrolment process, to use photographs or recordings of the student in certain promotional material and publications, as outlined in Table 1. The student's first name and surname may be used in such publications (for example in magazines, yearbooks and other school publications). MACS and the school will comply with all MACS policies and guidelines regarding privacy when collecting, using and disclosing photographs or recordings of students, and the dignity of each child will be upheld when determining the need for any photography or recording, and identification of the student in such photo or recording.

5.8. On occasion, MACS or a school may publish information set out in Table 1 on a school's intranet or through applications only accessible to Staff, Parents and Students. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. Specific consent will not be obtained for this kind of publication.

5.9. MACS will not obtain specific consent for public / external publication of a photo or recording where the student is not reasonably identifiable. For example, MACS will not obtain specific consent where a photo or recording features a student:

- whose facial and body features are not visible or are almost fully obscured (including when viewed from behind in the shot or where there is a low resolution-image where such features are not prominent / identifiable of the individual)
- who is blurred in the photo or recording or
- who is in the distance in the background of the shot, or otherwise not the prominent subject of the shot (e.g. a photo of an assembly, year level incursion of meeting; students running across an oval or a distance photo of students playing on a playground.

5.10. Table 1 provides further information about the types of collection and / or use of photography and recordings for which MACS will not obtain specific consent via a separate Photography and Recording Permission Form. While MACS and the school will not share photographs and videos with external parties (unless otherwise specified in Table 1), please note that these materials may be accessible and downloadable by students, parents, and school staff who have login credentials. The school cannot guarantee that these materials will remain strictly within the school environment.

Table 1: Photography and recordings – no separate consent obtained

Type of Personal Information	Intended use
• Photo / recording used in the school's learning and teaching tools	• Observation and assessment of educational outcomes • Professional development • Classroom displays and displays in the school to support a Student's health and wellbeing (e.g. risk of anaphylactic reaction); or • Internal ICT systems that the school uses (including apps that can be accessed by students, Parents and school Staff using passwords).
• Photo / recording related to academic and sporting achievements, student activities and similar news	• School newsletter, magazine and intranet, closed educational app used by parents • School and student publications such as yearbooks
• Photo / recordings for school concerts / plays	• Distribute to Parents, including sale of photos / recordings
• Photo / recordings taken for a purpose not otherwise specified in this table	• Related to the purpose for which the photo / recording was collected / taken by the school • Reasonably expected by the student or other individual in the photo/recording • Distributed via school newsletter, magazine and intranet, closed educational app used by Parents
• Photo / recording where the student is not identified or not reasonably identifiable	• Internal and external use including school website, public social media

5.11. Table 2 provides information about the types of collection and / or use of photography and recordings for which MACS will obtain specific consent. See Photography and Recording Permission Form.

Table 2: Photography and recordings – consent required via Photography and Recording Permission Form

Type of Personal Information	Intended use
• Photo / recording where the student is identified or reasonably identifiable	• External use including school website, public social and news media, and for sharing with third parties, e.g. announcement of student achievement; research conducted by MACS or third party

5.12. Unless Parents provide other notification to the school, general consent for photo / recording permission obtained via a Photography and Recording Permission Form may apply for the duration of the student's enrolment. At least annually, the principal will remind Parents to notify the principal if they wish to vary the permission previously provided via the Form and explain how to do this.

Research purposes

5.13. Research conducted by external researchers or MACS requires consent from Parents and / or students. MACS must obtain specific consent if the proposed research involves photographing or filming students and / or Parents.

6. Your information and third party service providers

6.1. MACS may use online or cloud service providers to store Personal Information and to provide services that involve the use of Personal Information, such as 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 such as your name or username, email, student ID. This Personal Information may be situated outside Australia, but it is still managed and controlled by MACS / the school. For more information, refer to the MACS Privacy Policy.

Enrolment application with the diocese

6.2. If an enrolment application is made to another school in the archdiocese, MACS may collect from or share Personal Information provided during the application stage with the other school. This Personal Information may include Sensitive Information. MACS uses this information for the purpose of considering and administering the enrolment of the student within the archdiocese.

7. Access and correction of Personal Information

7.1. Parents and Students have a right to request access to and/or correct any Personal Information that MACS / the school holds about them.

7.2. Students will generally be able to access and update their Personal Information through their Parents, but older students may, if appropriate, seek access and correction themselves. There are some exceptions to these rights set out in the applicable legislation.

7.3. To make a request to access, update or correct any Personal Information that MACS holds about you or your child, please contact the principal by email, post or telephone. Refer to the school's website for contact details. MACS may require you to verify your identity and specify which information you require. MACS may charge a reasonable fee for giving access to your Personal Information. There is no charge for making a request or correcting your Personal Information. MACS will advise of the likely cost in advance if the information sought is extensive.

7.4. If we refuse your request, MACS will provide a written notice explaining the reasons for the refusal (unless, given the grounds for refusal, it would be unreasonable to provide reasons) and how to lodge a complaint.

7.5. Parents may be able to log into the school's portal and correct and update some of their or their child's Personal Information at any time.

Consent and rights of access to the Personal Information of individuals

7.6. MACS respects every Parent's right to make decisions concerning their child's education. Generally, MACS will refer any requests for consent and notices in relation to Personal Information of a student to the student's Parents. Generally, MACS will treat consent given by Parents as consent given on behalf of the student and notice to Parents will function as the notice given to students.

7.7. Individuals may seek access to Personal Information held by MACS about them or their child by contacting the principal or the MACS Privacy Officer. There may be occasions, however, when MACS refuses access. For example, where the release of the information would have an unreasonable effect on the privacy of others, or where the release of the information may result in a breach of the school's duty of care to the student.

7.8. In certain circumstances, students may provide independent consent if assessed by the principal of the MACS school as a "Mature Minor." Refer also to the MACS Privacy Policy.

8. More information

8.1. MACS periodically refines this Collection Notice to reflect appropriate information flows.

8.2. If you have a query about your Personal Information and its handling, please check online for the current Privacy Collection Notice.

9. Definitions

Definitions for standard terms used in this document can be found in the MACS Glossary of Terms.

Collection Notice

References to Collection Notice means this Privacy Collection Notice – Students and Parents.

Personal Information

Personal information means information or an opinion about a person that has been identified, or that can be identified. It does not matter whether the information or opinion is true or not. It does not matter whether the information or opinion is recorded or documented, or not[1].

Sensitive Information

Sensitive information is a type of personal information that is given extra protection and must be treated with additional care. It includes information or opinion about an individual's racial or ethnic origin, political opinions, religious beliefs or affiliations, philosophical beliefs, sexual orientation or practices, criminal record, membership of a political association, professional or trade association, or trade union. It also includes health information and biometric information.

Working with Children Clearance

Working with Children Clearance means that Working with Children Check Victoria has assessed the person is suitable to engage in child related work.

Policy information table

Related policy	Privacy Policy
Document owner	General Manager, MACS Legal – Corporate
Approving authority	Director, Governance and Legal
Approval date	25 March 2026
Risk Rating	High
Review by	March 2030
Publication	CEVN, school website
Superseded documents	Standard Collection Notice – v1.0 – 2021 Standard Collection Notice – Template for Schools – v2.0 – 2023 Privacy Collection Notice – Students and Parents – 2024

[1] *Privacy Act 1988* (Cth) S.6