

BRISBANE CATHOLIC EDUCATION (BCE) INFORMATION COLLECTION NOTICE

This notice explains how the school handles the personal information of students and parents or guardians (together, **you**). The school is conducted by Brisbane Catholic Education (**BCE**) and the BCE Office (**BCEO**). References to the School (and we, our) include BCE and the BCEO.

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 collected includes sensitive information, which includes health information.
2. The primary purpose of collecting personal information is to enable the provision of schooling to students enrolled at BCE schools, exercise BCE's duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of BCE Schools.
3. BCE 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 each School's duty of care to students.
4. A student's enrolment may be delayed or prevented if BCE 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 BCE 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 BCE and why. They should also be informed that they can access that information if they wish and of the contents of this notice generally.

To Whom Does the School Disclose Information

6. BCE may disclose your personal and sensitive information for educational, care and administrative purposes, and to seek support and advice. This may include to:
 - personnel within BCEO;
 - other BCE 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 13 below);
 - government departments (including for policy and funding purposes);
 - the School's Archdiocese and the parish and other related church agencies/entities.
 - medical practitioners;
 - people providing educational, support and health services to the school, including specialist visiting teachers and consultants, specialist advisors, sports coaches, volunteers, and counsellors;
 - organisations that assist us with fundraising (see para 12 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.
 - third parties to allow the school to exercise a duty of care;
 - anyone to whom BCE is required or authorised to disclose the information to by law, including child protection laws; and
 - to entities for other purposes as set out in BCE's Privacy Statement or that you authorise BCE to disclose information to.
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 app BCE Connect, on our intranet and school social media accounts 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 of students (or parents) in our promotional material or otherwise make this material available to the public such as on the internet.

9. BCE schools use centralised information management and storage systems (Systems). These Systems are provided by our preferred third-party service providers. Personal information is stored with and accessible by third party service providers for the purpose of providing services to the BCE Schools in connection with the Systems.
10. Schools may include a student's contact details in a class list and school directory.

Overseas Storage and/or Disclosure

11. BCE Schools 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 limited 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. Further information about the school's use of online or 'cloud' service providers is contained in the School's Privacy Statement.

Fundraising

12. BCE Schools may engage in fundraising activities. Your personal information may be used to make an appeal to you. It may also be disclosed to organisations that assist in the 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.

Enrolment Applications within BCE

13. If you make an enrolment application to another School within BCE, 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 at the new School. It may include:
 - name, contact details (including next of kin), date of birth, gender, language background, previous School and religion;
 - parents' names and contact details, education, occupation and language background;
 - results, records, notes, and reports (if relevant to the student's continuing education).

Transferring schools within BCE

14. If you make an enrolment application (and have been accepted) to transfer from your School to another BCE school, BCE and your School may disclose certain personal and sensitive information to the new school to facilitate the transfer of the student, to look after the student's education, social, spiritual and medical well-being (and that of other students at the new school) and to enable the new School to exercise its duty of care. The disclosure is not for any purpose relating to the new School's decision as to the student's suitability for enrolment. The sensitive information that we disclose may include:
 - health information (such as details of disability and/or allergies, learning supports, medical reports, counselling reports and names of doctors), health fund or Medicare information;
 - Information about referrals to government welfare agencies, notes of criminal activity or concerning behaviour (such as weapons, drugs, bullying or harassment);
 - Court orders and domestic violence orders.

Disclosure to the new School will be on a secure basis and limited to only those personnel at the new School who need to have access to the information.

If any information we hold about you has become out of date or inaccurate, please advise us so that we can update it accordingly before it is transferred to the new school.

Your Rights and How to Make a Complaint

15. The BCE Privacy Statement, accessible at www.bne.catholic.edu.au, 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.

If seeking to access and/or correct your personal information, please note that 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 school's duty of care to a student or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

Our privacy position

16. BCE is bound by the *Privacy Act 1988* and the thirteen (13) Australian Privacy Principles. The BCE Privacy Statement detailing BCE's practices and procedures for the use and management of the personal and sensitive information it collects and records can be accessed on the school's website or the BCE website www.bne.catholic.edu.au. To the extent that BCE collects, uses, and discloses credit information (relating to its billing practices), BCE's Credit Reporting Statement will also apply. The Credit Reporting Statement is available at www.bne.catholic.edu.au. A hard copy of either Statement can be provided on request.

Your consent

17. If we do not obtain the personal and sensitive information referred to above, we may not be able to enrol or continue to enrol your student. Please sign where indicated below to confirm that BCE is authorised to collect, use, and disclose the personal and sensitive information as described above.

Name of school

Signature of Parent/Legal Guardian/Caregiver

Signature of Parent/Legal Guardian/Caregiver

Full Legal Name

Full Legal Name

Relationship to Student

Relationship to Student

Date Signed

Date Signed