

STANDARD COLLECTION NOTICE

This Standard Collection Notice ("Notice") is provided to you by Catholic Education Diocese of Wollongong (CEDoW). CEDoW is the approved authority for the system of schools formed under section 39 of the *Education Act 1990* (NSW). The school you are applying to enrol at is a systemic school, managed by CEDoW. References to CEDoW (and "we", "our") include the school and the Catholic Education Office (CEO) of the Diocese of Wollongong. This Notice explains how CEDoW handles the personal information of students and parents (together, "you").

This Notice should be read in conjunction with CEDoW's *Privacy Policy*, accessible on the CEDoW website.

How and why does CEDoW collect personal information?

1. CEDoW collects personal information about you before and during the course of a student's enrolment at a CEDoW school. This may be in writing, through technology systems or in the course of conversations. We may also collect personal information from third parties, such as another school, in circumstances where it is necessary for CEDoW to exercise its duty of care. The types of personal information CEDoW collects includes sensitive information, which includes health information.
2. The primary purpose of collecting personal information is to enable CEDoW to provide schooling to students enrolled at a CEDoW 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. CEDoW has legal obligations which require certain information to be collected and disclosed. These include, but are not limited to, laws in the areas of education, public health, disability discrimination and child protection, as well as CEDoW's duty of care.
4. A student's enrolment may be delayed or prevented if CEDoW cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students or staff.
5. If you provide CEDoW 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 CEDoW and why.

To whom does CEDoW disclose personal information?

6. CEDoW may disclose your personal and sensitive information for educational, care and administrative purposes, and to seek support and advice, where such disclosure is consistent with applicable privacy laws. This may include to:
 - another school;
 - government departments (including for policy and funding purposes);

- the Catholic Education Office, Catholic Schools NSW (CSNSW), the Diocese of Wollongong and the school's local parish(es) and other related church agencies or entities;
 - medical practitioners;
 - people providing educational, support and health services to CEDoW, including specialist visiting teachers, coaches, volunteers and counsellors;
 - organisations that assist us with marketing or fundraising (see paragraph 10 below);
 - providers of specialist advisory services and assistance to CEDoW, including in the area of human resources, child protection and students with additional needs;
 - 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);
 - for students enrolled in Vocational Education and Training (VET) courses, the National Centre for Vocational Education Research (NCVER), a student's employer, Commonwealth, State and Territory government departments and authorised agencies, organisations conducting student surveys and researchers;
 - agencies and organisations to whom we are required to disclose personal information for education and research purposes;
 - people and organisations providing administrative, technology and financial services to CEDoW;
 - the Catholic Education network (CEnet) and other providers of our information management and storage systems and other information technology services (see paragraph 8 below);
 - recipients of CEDoW's and the school's print and electronic media;
 - students' parents;
 - anyone you authorise CEDoW to disclose information to; and
 - anyone to whom CEDoW is required or authorised to disclose the information to by law, including child protection laws.
7. School activities and news (including student achievements) may be published in CEDoW's and the school's print and electronic media. Where consent has been provided by a parent, this may include identifying material such as photographs or video of students and parents involved in school and CEDoW activities.
8. CEDoW uses centralised information management and storage systems ("systems") such as Content Manager and Student Management Systems. These systems are provided by CEnet and third party service providers. CEnet is owned by the Catholic Diocesan members. Personal information is stored with and accessible by CEnet and the third party service providers for the purpose of providing services to CEDoW in connection with the systems and for CEnet in administering the education of students.

9. CEDoW may use online or 'cloud' service providers to store personal information and to provide services to CEDoW that involve the use of personal information. Further information about CEDoW's use of online or 'cloud' service providers is contained in our *Privacy Policy*.

Marketing and fundraising

10. CEDoW or the school may engage in marketing and fundraising activities. Your personal information may be used to contact you about marketing and fundraising activities. We may disclose personal information to organisations that assist in CEDoW's or the school's marketing and fundraising for that purpose. We will not disclose your personal information to third parties for their own purposes without your consent.

Enrolment applications with CEDoW

11. If an enrolment application is made to two (or more) CEDoW schools, the personal information provided during the application stage may be shared between the schools. This personal information may include sensitive information and is used for the purpose of considering and administering the enrolment of the student at a CEDoW school.

Your rights and how to complain

12. Our *Privacy Policy* sets out how you can:
- seek access to and correction of your personal information which CEDoW holds;
 - make a privacy complaint; and
 - how we will handle a privacy complaint.

| REVISION HISTORY | | | | |
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| Version | Approved by | Approval date | Effective date | Sections modified |
| 1.0 (located on pp 5-6 of the CEDoW Enrolment Policy and Procedures) | – | – | – | Superseded. |
| 1.1 | CEDoW Leadership Team | 24 May 2024 | 22 July 2024 | Updated to revised template from <i>National Catholic Education Commission Privacy Manual</i> , April 2023 |