

## Standard Collection Notice (Tasmania)

1. 'Personal information' is defined in the Privacy Act 1988 (Cth) as information or an opinion, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information. Personal information may include sensitive information about an individual. The Archdiocese of Hobart both independently and through its schools, the Catholic Education Tasmania (CET) and the Tasmanian Catholic Education Office (TCEO) collects personal information, including sensitive information, about students and parents or guardians (Parents) before and during the course of a student's enrolment at the school. This may be in writing or during conversations.
2. For the purpose of this personal information collection notice, if not explicitly stated, the term 'school' includes the TCEO and CECT. Personal information is managed in accordance with CET's Privacy Policy, copies of which are available on request or from our website at the following link: <https://catholic.tas.edu.au/policies>. The policy includes information on how to access and correct yours or the student's personal information, as well as information on how to complain about potential breaches of yours or the student's privacy.
3. The primary purpose of collecting this information is to enable the school to provide schooling for the student and to enable them to take part in all the activities of the school.
4. Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.
5. Certain laws governing or relating to operation of schools require that certain information be collected and disclosed. These include relevant Australian Curriculum, Assessment and Reporting Authority Act 2008 (Cth), the Australian Education Act 2013 (Cth), the Education Act 2016 (Tas), the Office of Tasmanian Assessment, Standards and Certification Act 2003 (Tas) and the Public Health Act 1997 (Tas); and child protection laws.
6. Health information about students is sensitive information within the terms of the Privacy Act 1988 (Cth). We may ask you to provide medical reports and health information about the student from time to time.
7. If the school does not obtain the information referred to above we may not be able to enrol or continue the enrolment of the student.
8. The school from time to time discloses personal and sensitive information to others for administrative and educational purposes, including facilitating the transfer of the student between schools. This includes disclosures to other schools, government departments (such as the Department of Education and Training), government agencies (such as the Australian Curriculum, Assessment and Reporting Authority (ACARA)), statutory bodies (such as the Teachers Registration Board of Tasmania), medical practitioners, and people providing services to the school (such as specialist visiting teachers, sports and other coaches, music teachers, volunteers and counsellors).

9. The school also discloses personal and sensitive information to JDFL International Pty Ltd (ACN 141 220 644) and the Catholic Education Network (CENet) (ACN 125 288 762). These bodies own and operate the centralised digital student information management and storage platform called Compass and the centralised digital storage system called CeD3. Compass and CeD3 are used by the school for record keeping and information management purposes.
10. The school also discloses personal information, including Student name, Student email and Student images to Seesaw Learning Inc. which owns and operates the centralised Student Learning Journal called Seesaw. Seesaw is used by the School for document evidence of student learning and feedback on future learning opportunities. The TCEO has instructed Seesaw to store all personal information on Australian-based cloud servers.
11. When a student moves between schools both operated by the Archdiocese of Hobart, the schools may exchange any and all personal information about the student. When a student moves from a school operated by the Archdiocese (“original school”) to a school not operated by the Archdiocese (“new school”), the original school may provide personal information about the student to the new school with the consent of the student (or their Parent(s) on their behalf).
12. Certain personal information relating to students and Parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing some school information relating to the circumstances of parents and students on the MySchool website.
13. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, students’ activities and similar news is published in school newsletters, magazines and the School’s website.
14. Personal information collected from one Parent may be disclosed to others responsible for payment of fees, including information about payments made or overdue.
15. The school may store personal information in the ‘cloud’, which may mean that it resides on servers, which are situated outside of Australia. However, the information will remain in the effective control of the Archdiocese of Hobart and its schools, who will take reasonable steps to ensure the overseas hosts comply with the Australian Privacy Principles.
16. If you provide the school with the personal information of others, such as doctors or emergency contacts, the school encourages you to inform them that you are disclosing that information to the school and why, that they can access that information if they wish and that the school does not usually disclose such information to third parties.
17. Information about whether or not you have a Concession Card may be collected for eligibility for concessions. Information regarding Concession Cards may be obtained from Services Australia.
18. Information about your visa or residency status and the visa or residency status of Students may be collected for determining eligibility for enrolment and applicable fee arrangements. The School may, with Your consent, use this information to conduct Visa Entitlement Verification Online checks from time to time to ensure that Students remain eligible for continued enrolment and that appropriate fees are charged. Further information about Visa Entitlement Verification Online checks can be found here: [www.homeaffairs.gov.au/busi/Visa](http://www.homeaffairs.gov.au/busi/Visa).

19. The school from time to time engages in fundraising activities. Information received from Parents may be used to make an appeal to Parents. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. The school will not disclose personal information to third parties for their own marketing purposes without the individual's consent.
20. The school may, with Parents' consent, include contact details in a class list and school directory given to other Parents.
21. Personal information about the student may be used by the Archdiocese of Hobart for religious purposes, including inviting the student to participate in sacraments or Church activities.
22. Photographs of student activities such as sporting events, school camps and school excursions or attendances by Students at Early Learning Centres or other locations may be taken for and published in school newsletters, magazines and reporting to parents and published on our intranet and social media platforms, including Facebook and Instagram.
23. Parents may seek access to personal information collected about them and the student by contacting the school. Students may also seek access to personal information about them. However, there will be occasions where 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 the student, or where students have provided information in confidence.
24. Parents will be given written reasons if personal information held is not released upon request. If Parents request access to personal information, the school will be entitled to charge reasonable fees for access to that information, to cover time spent by staff and photocopying costs.
25. Parents or students have a right to request an amendment to personal information if they believe it is incorrect, misleading or out of date.

## Definitions

Term	Definition
ACARA	Australian Curriculum, Assessment and Reporting Authority
CET	Catholic Education Tasmania
TCEO	Tasmanian Catholic Education Office

## Document Control

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## Policy Administration

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