



# St Charbel's College

## Privacy Policy

### 1. INTRODUCTION AND PURPOSE

This Privacy Policy sets out how St Charbel's College manages personal information provided to or collected by it.

The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. In relation to health records, the School is also bound by New South Wales Health Privacy Principles which are contained in the Health Records and Information Privacy Act 2002 (Health Records Act).

The School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

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### 3. SCOPE

The type of information the School collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

- pupils and parents and/or guardians ('Parents') before, during and after the course of a pupil's enrolment at the School;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the School.

The School will generally collect personal information held about an individual by way of forms filled out by Parents or pupils, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than Parents and pupils provide personal information.

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

Under the Privacy Act and *Health Records and Information Privacy Act 2002 (NSW)*, the Australian Privacy Principles (APPs) and Health Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the School's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the School and employee.

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### 4. LEGAL FRAMEWORK

Staff members are required to be familiar and comply with the relevant legislation as varied from time to time, including but not limited to:

- *Privacy Act 1988 (Commonwealth)*
- *Privacy Amendment (Enhancing Privacy Protection) Act 2012*
- *Health Records and Information Privacy Act 2002 (NSW)*

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### 5. SCHOOL USE OF PERSONAL INFORMATION

The School will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented.

***Pupils and Parents:*** In relation to personal information of pupils and Parents, the School's primary purpose of collection is to enable the School to provide schooling for the pupil. This includes satisfying the needs of Parents, the needs of the pupil and the needs of the School throughout the whole period the pupil is enrolled at the School.

The purposes for which the School uses personal information of pupils and Parents include:

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- to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration of the School;
- looking after pupils' educational, social and medical wellbeing;
- seeking donations and marketing for the School; and
- to satisfy the School's legal obligations and allow the School to discharge its duty of care.

In some cases where the School requests personal information about a pupil or Parent, if the information requested is not provided, the School may not be able to enrol or continue the enrolment of the pupil or permit the pupil to take part in a particular activity.

**Job applicants, staff members and contractors:** In relation to personal information of job applicants, staff members and contractors, the School's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which the School uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking donations and marketing for the School; and
- to satisfy the School's legal obligations, for example, in relation to child protection legislation.

**Volunteers:** The School also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as [alumni associations], to enable the School and the volunteers to work together.

**Marketing and fundraising:** The School treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to provide a quality learning environment in which both pupils and staff thrive. Personal information held by the School may be disclosed to organisations that assist in the School's fundraising, for example, the School's Foundation or alumni organisation or, on occasions, external fundraising organisations.

Parents, staff, contractors and other members of the wider School community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

## 6. DISCLOSURE AND STORAGE OF PERSONAL INFORMATION

The School may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments;
- medical practitioners;

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- people providing services to the School, including specialist visiting teachers, counsellors and sports coaches;
- recipients of School publications, such as newsletters and magazines;
- Parents;
- anyone you authorise the School to disclose information to; and
- anyone to whom we are required to disclose the information to by law.

***Sending and storing information overseas:*** The School may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, the School will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The School may also store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

## 7. SENSITIVE INFORMATION

In referring to 'sensitive information', the School means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

## 8. MANAGEMENT AND SECURITY OF PERSONAL INFORMATION

The School's staff are required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals.

The School has in place steps to protect the personal information the School holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

### Access and Correction of Personal Information

Under the Commonwealth Privacy Act [and the Health Records Act], an individual has the right to obtain access to any personal information which the School holds about them and to

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advise the School of any perceived inaccuracy. Pupils will generally be able to access and update their personal information through their Parents, but older pupils may seek access and correction themselves.

There are some exceptions to these rights set out in the applicable legislation.

To make a request to access or update any personal information the School holds about you or your child, please contact the Principal in writing. The School may require you to verify your identity and specify what information you require. The School may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the School will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

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## 9. CONSENT AND RIGHTS OF ACCESS TO THE PERSONAL INFORMATION OF PUPILS

The School respects every Parent's right to make decisions concerning their child's education.

Generally, the School will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. The School will treat consent given by Parents as consent given on behalf of the pupil, and notice to Parents will act as notice given to the pupil.

As mentioned above, parents may seek access to personal information held by the School about them or their child by contacting the Principal. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the School's duty of care to the pupil.

The School may, at its discretion, on the request of a pupil grant that pupil access to information held by the School about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warranted.

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## 10. COMPLAINTS

If you wish to complain that you believe that the School has breached the Australian Privacy Principles please contact the Principal. The School will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

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## 11. REFERENCES

- Privacy Compliance Manual; CEC & AIS, 2014
  - CEC & AIS: Information Sharing Between Principals and Schools (*where an exemption to privacy law applies*)
  - CECNSW: A Guide for NSW Non-Government Schools on Reporting, Disclosing or Exchanging Personal Information for the purposes of Child Wellbeing as at 4 March 2014
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## 12. FURTHER INFORMATION

Further information about this document can be sought from the College Principal or Head of School.

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## 13. RELATED DOCUMENTS

- Child Protection Policy
  - Excursion Policy
  - Learning Support Policy
  - Student Pastoral Care Policy
  - Student Risk Assessment Procedures
  - Prescribed Medicines & Health Guidelines
  - Anaphylaxis Procedure
  - Asthma Procedure
  - Use of Digital Devices Policy
  - CEC & AIS: Information Sharing Between Principals and Schools (*where an exemption to privacy law applies*)
  - CECNSW: A Guide for NSW Non-Government Schools on Reporting, Disclosing or Exchanging Personal Information for the purposes of Child Wellbeing as at 4 March 2014
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## 14. APPENDIX LIST

- Appendix 1: Summary of a School's Obligations Imposed by the APPs
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**APPENDIX 1: SUMMARY OF A SCHOOL'S OBLIGATIONS IMPOSED BY THE APPS**

1. Manage personal information in an open and transparent way.
2. Take such steps as are reasonable in the circumstances to implement practices, procedures and systems relating to the School's functions or activities that:
  - (a) will ensure compliance with the APPs; and
  - (b) will enable the School to deal with inquiries or complaints about compliance with the APPs.
3. Have a clearly expressed and up-to-date Privacy Policy about the School's management of personal information.
4. If it is lawful or practicable, give individuals the option of interacting anonymously with the School or using a pseudonym.
5. Only collect personal information that is reasonably necessary for the School's functions or activities.
6. Obtain consent to collect sensitive information unless specified exemptions apply.
7. Use fair and lawful means to collect personal information.
8. Collect personal information directly from an individual if it is reasonable and practicable to do so.
9. If the School receives unsolicited personal information, determine whether it could have collected the information under APP 3 as if it had solicited the information. If so, APPs 5-13 will apply. If not, the information must be destroyed or de-identified.
10. At the time the School collects personal information or as soon as practicable afterwards, take such steps (if any) as are reasonable in the circumstances to make an individual aware of:
  - (a) why the School is collecting information about them;
  - (b) who else the School might give it to; and
  - (c) other specified matters.
11. Take such steps (if any) as are reasonable in the circumstances to ensure the individual is aware of this information even if the School has collected it from someone else.
12. Only use or disclose personal information for the primary purpose of collection unless one of the exceptions in APP 6.2 applies (for example, for a related secondary purpose within the individual's reasonable expectations, you have consent or there are specified law enforcement or public health and public safety circumstances).
13. If the information is sensitive, the uses or disclosures allowed are more limited. A secondary purpose within reasonable expectations must be directly related to the primary purpose of collection.
14. Do not use personal information for direct marketing, unless one of the exceptions in APP 7 applies (for example, the School has obtained consent or where the individual has a reasonable expectation of their information being used or disclosed for that purpose and the School has provided a simple means for the individual to unsubscribe from such communications).
15. Before the School discloses personal information to an overseas recipient it must take such steps as are reasonable in the circumstances to ensure that the recipient does not breach the APPs, unless an exception applies.
16. Government related identifiers must not be adopted, used or disclosed unless one of the exceptions applies (eg. the use or disclosure is reasonably necessary to verify the identity of the individual for the purposes of the School's functions or activities).

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17. Take such steps (if any) as are reasonable in the circumstances to ensure the personal information the School collects, uses or discloses is accurate, complete and up-to-date. This may require the School to correct the information and possibly advise organisations to whom it has disclosed the information of the correction.
18. Take such steps as are reasonable in the circumstances to protect the personal information the School holds from misuse, interference and loss and from unauthorised access, modification or disclosure.
19. Take such steps as are reasonable in the circumstances to destroy or permanently de-identify personal information no longer needed for any purpose for which the School may use or disclose the information.
20. If requested, the School must give access to the personal information it holds about an individual unless particular circumstances apply that allow it to limit the extent to which it gives access.

Note: This is a summary only and NOT a full statement of obligations

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## APPENDIX 2: DISCLOSURE STATEMENT TO STUDENTS TEMPLATE

### Counselling at xxx School – Things You Should Know

The School provides counselling services for its students as part of its pastoral care program. These are provided through counsellors employed by the School.

Students are encouraged to make use of these services if they need assistance. There are however a number of things that students and their parents should know before using the counselling service.

1. Records will be made of counselling sessions and because the counsellor is an employee, those records belong to the school, not the counsellor.
2. The School is very conscious of the need for confidentiality between counsellor and student. However at times it may be necessary for the Counsellor to divulge the contents of discussions or records to the Principle if the Principal or the Counsellor considers it necessary for the student's welfare to discharge the school's duty of care to the student.
3. It is also possible that the Principal may need to disclose aspects of discussions with counsellors to others in order to assist the student.
4. Where a disclosure is made it would be limited to those who need to know, unless the students consents to some wider disclosure.

We emphasise that disclosures (if any) would be very limited. However if a student is not prepared to use the counselling services on the basis set out above the student will need to obtain counselling services from outside the school.

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### APPENDIX 3: PHOTOGRAPH/VIDEO PERMISSION FORM

Dear Parent/Guardian,

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school's newsletter or website and social media, or to promote the school in newspapers and other media.

The [insert relevant educational authority, eg: [name of system or School]/ Catholic Education Commission of [and the [xx] Diocese (Diocese)] may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child's photograph/video for the above purposes. Please complete the permission form below and return to the school as soon as possible.

Thank you for your continued support.

Student's Name:	
Year/Class:	

- I give permission for my child's photograph/video and name to be published in:
  - the school website
  - social media
  - promotional materials
  - newspapers and other media.
- I authorise the [system]/[CECNSW/Diocese] to use the photograph/video in material available free of charge to schools and education departments around Australia for the [system]/[CECNSW/Diocese]'s promotional, marketing, media and educational purposes.
- I give permission for a photograph/video of my child to be used by the [system]/[CECNSW/Diocese] in the agreed publications without acknowledgment, remuneration or compensation.
- I understand and agree that if I do not wish to consent to my child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

<b>Licensed under NEALS:</b> The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS) which is a licence between education departments of the various states and territories allowing schools to use licensed material wholly and freely for educational purposes.
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Name of Parent/Guardian:	
Signature of Parent/Guardian:	
Date	
If Student is 15+, student must also sign	
Student's Signature:	
Date	

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

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## APPENDIX 4: PERSONAL INFORMATION TEMPLATE – STUDENT

Summary of Personal Information (PI) collected	Needed for a function or activity of School?	From whom is the PI collected?	Where is the PI recorded?	Who can access each class of information?	How long kept?	Level of security risk <sup>1</sup>	Disclosed outside School
KEY:	Y/N	PA=Parent PU=Pupil SM=Staff member HP=Health Provider	P=Paper file E=Electronic database	PR=Principal LS=Limited staff AS=All staff OR=Other (specify)	A=While pupil enrolled B=Up to 6 years after pupil leaves C= Up to 10 years after pupil leaves D = up to 23 years from date of incident	H=High M=Medium L=Low	Y/N
Name							
Address							
Phone number(s)							
Date of birth (& age)							
Birth certificate							
Religion							
Parish information							
Conduct reports							
Next of kin							
Emergency contact numbers							
Names of doctors							
School reports							
Assessments							
Referrals <sup>2</sup>							
Details of disability							
Court Orders							
Counselling reports							
Complaint records							
Communication with parents/carers							
Behaviour notes							
Previous school							
Health fund details							
Medicare number							
Medical reports							
File notes							
Diary entries							
Absence notes							
Case management notes							
Photos, video							
Employment information							
Legal case files							

<sup>1</sup> Considering the nature of the information, type of storage, access and possible disclosure

<sup>2</sup> For example, government welfare agencies/departments.

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## APPENDIX 4: PERSONAL INFORMATION TEMPLATE - PARENT

Summary of Personal Information (PI) collected	Needed for a function or activity of School?	From whom is the PI collected?	Where is the PI recorded?	Who can access each class of information?	How long kept?	Level of security risk <sup>3</sup>	Disclosed outside School?
<b>KEY:</b>	Y/N	PA=Parent PU=Pupil SM=Staff member HP=Health Provider	P=Paper file E=Electronic database	PR=Principal LS=Limited staff AS=All staff OR=Other (specify)	A=While pupil enrolled B=Up to 6 years after pupil leaves C= Up to 10 years after pupil leaves D = up to 23 years from date of incident	H=High M=Medium L=Low	Y/N
Name							
Address							
Phone number(s)							
Date of birth (& age)							
Birth certificate							
Religion							
Parish information							
Emergency contact							
Details of disability							
Court Orders							
Counselling reports							
Complaint records							
Communication with parents/carers							
Health fund details							
Medicare number							
Medical reports							
File notes							
Diary entries							
Absence notes							
Case management notes							
Photos, video							
Employment information							
Volunteering information							
Legal case files							
<u>Unsolicited information</u>							

<sup>3</sup> Considering the nature of the information, type of storage, access and possible disclosure

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## APPENDIX 4: PERSONAL INFORMATION TEMPLATE - EMPLOYEE

Summary of Personal Information (PI) collected	Needed for a function or activity of School?	From whom is the PI collected?	Where is the PI recorded?	Who can access each class of information?	How long kept?	Level of security risk <sup>4</sup>	Disclosed outside School?
<b>KEY:</b>	Y/N	PA=Parent PU=Pupil SM=Staff member HP=Health	P=Paper file E=Electronic database	PR=Principal LS=Limited staff AS=All staff OR=Other (specify)	A=While pupil enrolled B=Up to 6 years after pupil leaves C= Up to 10 years after pupil leaves D = up to 23 years from date of	H=High M=Medium L=Low	Y/N
Name							
Address							
Phone number(s)							
Date of birth (& age)							
Birth certificate							
Religion							
Parish information							
Next of kin							
Emergency contact numbers							
Names of doctors							
Job application, LOA							
Professional development history							
Appraisal information							
Details of disability							
Bank details							
Pay advices							
Complaint records							
Communication with							
Referee names, contact numbers							
Role description							
Leave details							
Medical certificates							
Employment file notes							
Diary entries							
Superannuation details							
Case management notes							
Photos, video							
Employment information							
Workplace surveillance information							
Workplace emails							
Private emails							
Internet browsing history							
Investigation reports							
Legal case files							

<sup>4</sup> Considering the nature of the information, type of storage, access and possible disclosure

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## 1 Previous Schooling Information (continued)

iii. Name of Principal/Delegate

first/given names

surname/family name

iv. Phone number

v. Email

vi. Person to contact for further information on this student

first/given names

surname/family name

vii. Phone number

viii. Email

b. Student

i. Enrolment date

(dd/mm/yyyy)

/

/

ii. Departure date

(dd/mm/yyyy)

/

/

iii. Grade/Level at departure date

iv. Previous three schools (if known)

v. Reason for leaving previous schools (if known)

## 2 Attendance

Attendance concerns

Yes

No

## 3 Health Care Needs

Health care needs

Yes

No

## 4 Areas of Interest/Talent

Indicate areas of interest/talent (brief description)

## 5 Support Needs (please tick)

- |   | Yes                      | No                       | Cannot transfer/provide this information |
|---|--------------------------|--------------------------|--|
| a. Negotiated Curriculum Plan <sup>1</sup>      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                 |
| b. Adjusted education program <sup>2</sup>      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                 |
| c. Career Guidance file held                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                 |
| d. School counsellor/psychologist file held*    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                 |
| e. Other learning support (specify - eg ESL...) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                 |
| f. Accelerated Program                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                 |

\* Schools to consider legislative or policy requirements before sending this information. In OLD a response will not be provided.

## 6 Progress in specific learning areas (over the last 12 months)

- |                                   |                                      |                                   |                                      |
|-----------------------------------|--------------------------------------|-----------------------------------|--------------------------------------|
| a. Literacy/English               | <input type="checkbox"/> Below level | <input type="checkbox"/> At level | <input type="checkbox"/> Above level |
| b. Numeracy/Maths                 | <input type="checkbox"/> Below level | <input type="checkbox"/> At level | <input type="checkbox"/> Above level |
| c. Other learning areas (specify) |                                      |                                   |                                      |
| <input type="text"/>              | <input type="checkbox"/> Below level | <input type="checkbox"/> At level | <input type="checkbox"/> Above level |
| <input type="text"/>              | <input type="checkbox"/> Below level | <input type="checkbox"/> At level | <input type="checkbox"/> Above level |
| <input type="text"/>              | <input type="checkbox"/> Below level | <input type="checkbox"/> At level | <input type="checkbox"/> Above level |
| <input type="text"/>              | <input type="checkbox"/> Below level | <input type="checkbox"/> At level | <input type="checkbox"/> Above level |
| <input type="text"/>              | <input type="checkbox"/> Below level | <input type="checkbox"/> At level | <input type="checkbox"/> Above level |
| <input type="text"/>              | <input type="checkbox"/> Below level | <input type="checkbox"/> At level | <input type="checkbox"/> Above level |
| Latest student report available   | <input type="checkbox"/> Yes         | <input type="checkbox"/> No       |                                      |

\* Indication only - see student report (if available) for further details

## 7 Pastoral care and behaviour management

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| a. School disciplinary absences (in/out of school) in the last 12 months* | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Individual behaviour management plan                                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

\* This refers to such action as suspension, exclusion, expulsion, isolation or withdrawal

A negotiated curriculum plan refers to things such as an Individual Education Plan (IEP), Education Support Plan (ESP) or any curriculum plan which has been developed to suit the specific need of the individual student and is implemented in the student's school as part of their normal educational provision.

An adjusted program refers to a program in which the student participates in separately (alternative) to the normal educational program provided within the school. It may constitute part of a school-based curriculum or it may be conducted off site or as a full time program.

Young carers are children and young people who have caring and support responsibilities for a family member or friend who has a disability, is frail aged, or has chronic mental or physical illness.

**APPENDIX 6: STUDENT DATA TRANSFER FORM – STUDENT CONSENT**

	<h2 style="margin: 0;">St Charbel's College</h2> <h1 style="margin: 10px 0 0 0;">STUDENT DATA TRANSFER FORM</h1> <h2 style="margin: 0;">Student Consent</h2>
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The Student Data Transfer Form (SDTF) will be used in accordance with the protocols jointly developed and agreed by the Australian Government, State and Territory Education Authorities, the Independent and Catholic education sectors through the Ministerial Council for Education, Early Childhood Development and Youth Affairs (see: <http://www.mceecdya.edu.au/mceecdya/default.asp?id=12095>).

**Part A – Consent to Transfer Student Data from Previous School (for students who are 16 years of age or older)**

I <input style="width: 90%; height: 20px;" type="text" value="Insert name"/>	Date of Birth <input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="checkbox"/>	Do give	<input style="width: 90%; height: 20px;" type="checkbox"/>	Do not give
consent for information about me to be transferred from my previous school		School name & address			
to my new school	School name & address				
<p>I understand that:</p> <ul style="list-style-type: none"> <li>The principal (or delegate) of my new school may request and/or receive information from my previous school verbally and/or in writing.</li> <li>It may include all details contained on the student data transfer note.</li> <li>Additional information may be required by my new school. This information will <u>only</u> relate to information on the flagged field on the student data transfer note.</li> <li>The principal (or delegate) of my new school may contact the principal (or delegate) of my previous school both verbally and/or in writing.</li> <li>I can request to see the information that is received from my previous school.</li> </ul> <p>I understand that my new school will take all reasonable steps to protect the personal information about me from misuse and loss and from unauthorised access, modification or disclosure.</p>					
<input style="width: 95%; height: 40px;" type="text"/>			<input style="width: 70%; height: 20px;" type="text"/>		
Signature of Student			Date		

Complete part B if part A consent is not given

- Parent or student consent is not required for non-government schools to receive student information from a student's previous non-government school if the previous school has a Collection notice which complies with the guidelines in the national catholic education commission and national Council of independent schools' associations privacy compliance manual 11 December 2001 (latest amended version July 2004), section 7.10.1.
- New school' is defined as either the school at which the student is enrolled or the school at which the student is seeking enrolment.

**Part B Consent – Consent to Notify Previous School of Enrolment at New School**

I	Insert name	Date of Birth	<input type="checkbox"/>	Do give	<input type="checkbox"/>	Do not give
consent for information the principal (or delegate)		School name & address				
to notify my previous school		School name & address				
That I am now enrolled at the above named school						
<input type="text"/>				<input type="text"/>		

Signature of Student

Date

Complete part B if part A consent is not given

- Parent or student consent is not required for non-government schools to receive student information from a student's previous non-government school If the previous school has a Collection notice which complies with the guidelines in the national catholic education commission and national Council of independent schools' associations privacy compliance manual 11 December 2001 (latest amended version July 2004), section 7.10.1.
- New school' is defined as either the school at which the student is enrolled or the school at which the student is seeking enrolment.

## APPENDIX 7: STUDENT DATA TRANSFER FORM – PARENT/GUARDIAN CONSENT

The Student Data Transfer Form (SDTF) will be used in accordance with the protocols jointly developed and agreed by the Australian Government, State and Territory Education Authorities, the Independent and Catholic education sectors through the Ministerial Council for Education, Early Childhood Development and Youth Affairs (see: <http://www.mceecdya.edu.au/mceecdya/default.asp?id=12095>).

### Part A – Consent to Transfer Student Data from Previous School\*

I	Insert name		Do give	Do not give
Give consent for information about my child /children				
Insert child's name				date of birth^
Insert child's name				date of birth^
insert child's name				date of birth^
to be transferred from his/her previous school		School name and address		
to his/her new school		New school name		
<p>I understand that:</p> <ul style="list-style-type: none"> <li>The principal (or delegate) of my child's new school may request and/or receive information from my child's previous school verbally and/or in writing.</li> <li>It may include all details contained on the student data transfer note.</li> <li>Additional information may be required by my child's new school. this information will <u>only</u> relate to information on the flagged field on the student data transfer note.</li> <li>The principal (or delegate) of my child's new school may contact the principal (or delegate) of my child's previous school both verbally and/or in writing.</li> <li>I can request to see the information that is received from my child's previous school.</li> </ul> <p>I understand that my child's new school will take all reasonable steps to protect the personal information about me/my child from misuse and loss and from unauthorised access, modification or disclosure.</p>				

Signature of Parent or Guardian

Date

Complete part B if part A consent is not given

- Parent or student consent is not required for non-government schools to receive student information from a student's previous non-government school if the previous school has a Collection notice which complies with the guidelines in the national catholic education commission and national Council of independent schools' associations privacy compliance manual 11 December 2001 (latest amended version July 2004), section 7.10.1.
- New school' is defined as either the school at which the student is enrolled or the school at which the student is seeking enrolment.
- If the student is 16 years of age or older, student consent should also be sought

**Part B Consent – Consent to Notify Previous School of Enrolment at New School**

Insert name		<input type="checkbox"/>	Do give	<input type="checkbox"/>	Do not give
consent the principal (or delegate)		New school			
To notify my child's/children's	Insert child's name	date of birth^			
Insert child's name		date of birth^			
Insert child's name		date of birth^			
previous school	School name & address				
that my child/children are now enrolled at the above named school					
<input type="text"/>			<input type="text"/>		

Signature of Parent or Guardian

Date

Complete part B if part A consent is not given

- Parent or student consent is not required for non-government schools to receive student information from a student's previous non-government school if the previous school has a Collection notice which complies with the guidelines in the national catholic education commission and national Council of independent schools' associations privacy compliance manual 11 December 2001 (latest amended version July 2004), section 7.10.1.
- New school' is defined as either the school at which the student is enrolled or the school at which the student is seeking enrolment.
- If the student is 16 years of age or older, student consent should also be sought