

Standard Collection Notice

“Trinity College is part of Edmund Rice Education Australia (EREA), which is an organisation consisting of schools, entities and offices offering a Catholic education in the tradition of Blessed Edmund Rice.”

1. Trinity College (The College) collects personal information, including sensitive information about students and parents or guardians and family members before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations.

The primary purpose of collecting this information is to enable the College to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the College.

2. Some of the information the College collects is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.

3. Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.

4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about students from time-to-time.

5. The College may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:

- College staff;
- government departments;
- third party service providers that provide online educational and assessment support services or applications (apps), which may include email and instant messaging;

- Edmund Rice Education Australia Governing Body and Administration;
- another College to facilitate the transfer of a student;
- medical practitioners, and people providing educational support and health services to the College, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools;
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority;
- people providing administrative and financial services to the College;
- anyone you authorise the College to disclose information to; and
- anyone to whom the College is required or authorised to disclose the information to by law, including under child protection laws.

6. Personal information collected from students is generally disclosed to their parents or guardians.

7. The College may also use 'cloud' service providers to store personal information and to provide services to the College which involved the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers, which may be situated outside Australia. Further information about the College's use of online or 'cloud' service providers is contained in the College's Privacy Policy.

8. The College's Privacy Policy is accessible via the College website and sets out how parents or students may seek access to, and correction of, their personal information collected and held by the College.

However, access may be refused in certain circumstances such as where:

- Access would have unreasonable impact on the privacy of others;
- Access may result in a breach of the College's duty of care to the student;
- Students have provided information in confidence.

Any refusal will be notified in writing with reasons if appropriate.

9. The College's Privacy Policy also sets out how parents, guardians, students and their family can make a complaint about a breach of the APPs and how the complaint will be handled.

10. The College may engage in fundraising activities. Information received from you may be used for these purposes. It may also be disclosed to organisations that assist in the College'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.

11. On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on physical displays throughout the College and on our website and social media channels. This may include photographs and videos of student activities such as sporting events, College camps and College excursions.

12. The College asks each student's parent or guardian (and from the student if appropriate) to give permission at the start of a new school year, through opting out of allowing the College to make media material, such as photographs or videos or other identifying material, available to the public (i.e., the internet).

13. If you provide the College with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why.