

Standard Collection Notice (Student, Parent/Carer/Guardian)

EXCELLENCE IN
LEARNING

PROMOTE
WELLBEING

STRENGTHENING OUR
LUTHERAN IDENTITY

BUILDING
COMMUNITY

ASSURE OUR
FUTURE

Victory Lutheran College is bound by the Australian Privacy Principles contained in the Privacy Act 1988 (Cth) and Privacy Amendment (Enhancing Privacy Protection) Act 2012. In relation to health records, the College is also bound by the Health Privacy Principles contained in the Health Records Act 2001 (Vic).

The College is committed to managing personal information in an open and transparent way. This statement specifically itemises the reasons for collecting information about students and their families, and the way in which information will be used by the College. For further information, please refer to the Victory Lutheran College *Privacy Policy*.

1. The College collects personal information, including sensitive information about students and parents/carers/guardians ("parents") 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 provide schooling to the student and to enable them to take part in all the activities of the College.
2. Some of the information collected 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 school require certain information to be collected and disclosed. These include the Education and Training Reform Act 2006 (Vic), and Child Wellbeing and Safety Act 2005 (Vic).
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APP) under the Privacy Act 1988 (Cth), in addition to the Health Privacy Principles under the Health Records Act 2001 (Vic). We may ask you to provide medical reports about your child from time to time.
5. The College, from time to time, discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, Lutheran Education Australia, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. Failure to obtain such information referred to in the above may impede the ability of the College to be able to enrol or continue the enrolment of students.
7. Personal information collected from students is regularly disclosed to their parents/carers/guardians.
8. The College may from time to time store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia. All reasonable steps are taken to ensure overseas providers comply with the APP.
9. The Victory Lutheran College Privacy Policy sets out how parents/carers/guardians or students may seek access to personal information collected about them. However, 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 College's duty of care to the student, or where students have provided information in confidence.
10. The Victory Lutheran College Privacy Policy also sets out how you may make a complaint about a breach of privacy and how the College will deal with such a complaint. This Policy can be accessed via the College website.
11. The College, from time to time, may engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to internal 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.
12. On occasions, information such as academic and sporting achievements, student activities and similar news is published in College newsletters, social media, magazines and on our website.
13. Photographs of student activities such as sporting events, College camps and excursions may be taken for publication in College newsletters, social media, magazines and on our website.

14. The College may include contact details in a class list, College roll or on the College's information database. Such information is used solely to make contact with parents/carers/guardians for the purposes of reporting emergencies, making other necessary contact or the fulfilment of the purposes of educational, financial and clerical administration. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform these people that such information has been disclosed to the College; why the information has been disclosed; and that they are able to access that information. However, the College does not usually disclose any information to third parties without appropriate consent.
15. The College uses Closed-Circuit Television (CCTV) in and around College premises for the purposes of maintaining the safety and security of students, staff and visitors and to protect College property. CCTV footage may be collected, used and disclosed in accordance with the College's *CCTV Privacy Notice* and relevant legislation. Signage is displayed to inform individuals of CCTV surveillance. Footage is stored securely and access is restricted to authorised personnel only.

Document Administration

This document will be reviewed three years, or as new legislation comes into effect.

Responsible Person/s	Approver	Date Approved	Next Review
Registrar, Risk & Compliance Officer	Principal	March 2026	March 2029

Date Updated	Version	Summary of Changes	Updated By
Unknown	1	New document	
March 2026	2	Reviewed in accordance with Privacy Policy.	Risk & Compliance Officer