

Nazareth College is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

Purpose

This policy sets out how personal information provided to or collected by Nazareth College is managed, to ensure Nazareth College acts in accordance with relevant legislative requirements.

Scope

This policy applies to information held and acquired by Nazareth College.

Principles

Nazareth College will apply a number of principles in collecting and managing personal information. It will:

- Manage personal information in an open and transparent way.
- Only collect personal information that is reasonably necessary for the school's functions or activities.
- Use fair and lawful means to collect personal information.
- Obtain consent to collect sensitive information unless specified exemptions apply.
- Take reasonable steps to protect the personal information the school holds from misuse, interference and loss and from unauthorised access, modification or disclosure.
- (f) Do not use or disclose personal information for a purpose other than the primary purpose for which it was collected, unless:

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 occasion, external fundraising organisations.

Parents / guardians / carers, 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 and sometimes people's images, may be used for marketing purposes.

Who might the school disclose personal information to?

The school may disclose personal information, including sensitive information, held about an individual for educational, administrative and support purposes. This may include to:

- School service providers which provide educational, support and health services to the school, either at the school or off campus
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The school is required by the Australian Education Regulation 2013 (Cth) and *Australian Education Act 2013* (Cth) to collect and disclose certain information to inform the Students with a Disability (SwD) loading via the NCCD. The school provides the required information at an individual student level to an approved authority. Approved authorities must comply with reporting, record-

- Eemshaven Netherlands;
- Hamina Finland;
- St Ghislaine Belgium.

Where personal and sensitive information is retained by a cloud service provider on behalf of the school to facilitate human resources and staff administrative support, this information may be stored on servers located in or outside of Australia.

Otherwise, it is not practicable to specify in this policy the countries in which overseas recipients of personal information are likely to be located.

How does the school treat sensitive information?

In referring to sensitive information, the school means: information relating to a person's racial or ethnic origin, po Tw 0 -1.424 Tal ored.snfatcgin, po Tg tfnf55 t(eans)-2.1 (:).4.p(t2.74f5.9 (r)-a2.1.

