

# STANDARD COLLECTION NOTICE

1. Mount Lilydale Mercy College collects personal information, including sensitive information about students and parents or guardians 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 we collect 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 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 under the Privacy Act. We may ask you to provide medical reports about students 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 Colleges and Schools, government departments, Catholic Education Office, the Catholic Education Commission, Mercy Education Limited, the Archdiocese and the parish, Eastern Independent Schools of Melbourne, medical practitioners, and people providing services to the College, including specialist visiting teachers, coaches, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. The College's Privacy Policy sets out how parents 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.
9. The College Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
10. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School'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, magazines, on our website, notice boards and AV display devices. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters, magazines, intranet and College website. Permission to use photographs or other identifying material in promotional material for the College or otherwise make it available to the public such as on the internet is recorded.
- 12/13. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose this information to third parties.



## MOUNT LILYDALE MERCY COLLEGE

A Ministry of Mercy Education Ltd ABN 69 154 531 870  
120 Anderson Street Lilydale 3140

Phone: 03 9735 4022 | Fax: 03 9735 0266

Email: [principal@mmlilydale.catholic.edu.au](mailto:principal@mmlilydale.catholic.edu.au) | [www.mmlilydale.catholic.edu.au](http://www.mmlilydale.catholic.edu.au)