



General Privacy Collection Notice

“St Paul’s 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.”

This Collection Notice explains in general terms how we protect the privacy of the personal information you provide when you are enquiring to enrol your child. In reviewing this Collection Notice and providing us with your personal information, you consent to our collection, use and disclosure of that information in the manner set out below, unless you tell us otherwise.

1. St Paul’s College collects personal information, financial 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. 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:
 - government departments;
 - third party service providers that provide online educational and assessment support services or applications (apps), which may include email and instant messaging;
 - another College to facilitate the transfer of a student;
 - 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.
5. If this information is not provided to us, the College will not be able to fully discharge its duty of care to its students and staff.
6. The College will engage in fundraising activities from time to time. Information received from you may be used for these purposes. It may also be disclosed to the College’s Parent & Friends Association who assist in the fundraising activities of the College. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
7. The College may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia. EREA’s Privacy Policy contains further information about its use of cloud and other third-party service providers and any of their overseas locations.
8. The EREA Privacy Policy is accessible via the College website or from the College office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others or may result in a breach of the College’s duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
9. The EREA 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.

If you have any queries with respect to its content, you should contact the College Privacy Officer at privacy@stpauls.sa.edu.au.

