



# Privacy Collection Notice: Enrolment

AUSTRALIAN INTERNATIONAL ACADEMY OF EDUCATION



# Privacy Collection Notice: Enrolment

This notice explains how Australian International Academy of Education (**AIAE** or the **School**) handles the personal information of students and parents, guardians or carers (together you).

## How and Why Does the School Collect Personal Information?

1. The School collects personal information about you before and during the course of a student's enrolment at the School. This may be in writing, through technology systems or in the course of conversations. AIAE may also collect personal information from third parties, such as a report provided by a medical professional or a reference from another school. The types of personal information the School collects includes sensitive information, which includes health information.
2. The primary purpose of collecting personal information is to enable AIAE to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the School.
3. The School has legal obligations which require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws, as well as the School's duty of care to students.
4. A student's enrolment may be delayed or prevented if the School cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
5. If you provide the School with the personal information of others, such as doctors or emergency contacts, you are encouraged to inform them that you are disclosing that information to the School and why.

## To Whom Does the School Disclose Information?

6. The School may disclose your personal and sensitive information for educational, care and administrative purposes, and to seek support and advice. This may include to:
  - school service providers which provide educational, support and health services to the School, either at the School or off campus;
  - people providing administrative and financial services to the School;
  - people providing educational support such as sports coaches, volunteers, counsellors and providers of learning and assessment tools;
  - agencies and organisations to whom the School is required to disclose personal information for education, funding and research purposes;
  - third party service providers that provide online educational and assessment support services, document and data management services, training and support services, hosting services, and software-as-a-service applications;
  - authorised agencies and organisations to enable the School to discharge its responsibilities, e.g. under the Australian Education Regulation 2013 (Regulation) and the Australian Education Act 2013 (Cth) relating to students with a disability, including Nationally Consistent Collection of Data (NCCD) quality assurance processes, participation in the Australian Early Development Census (AEDC) and government audits;
  - authorised organisations and persons who support the School by providing consultative services or undertaking assessments for the purpose of educational programming or providers of health services such as counsellors, psychologists, school nursing services, dental vans;
  - other third parties which the School uses to support or enhance the educational or pastoral care services for its students or to facilitate communications with parents/guardians/carers;

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- support the training of selected staff in the use of the school's systems, such as Compass and Synergetic;
  - another school and teachers at those schools;
  - federal and state government departments and/or agencies engaged by them;
  - health service providers;
  - recipients of School publications, such as newsletters and magazines;
  - students/parents/guardians/carers and their emergency contacts;
  - assessment and educational authorities including the IBO, Victorian Curriculum and Assessment Authority (VCAA), VTAC, and the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administrative Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
  - anyone to whom the parent/guardian/carer authorises the School to disclose information;
  - anyone to whom the School is required or authorised to disclose the information by law, including under child protection and information sharing laws; and
  - anyone who is entitled to receive that information as an Information Sharing Entity pursuant to the Child Information Sharing Scheme or the Family Violence Information Sharing Scheme.
7. The School is required by the Federal Australian Education Regulation (2013) and Australian Education Act 2013 (Cth) (AE Act) to collect and disclose certain information under the Nationally Consistent Collection of Data (NCCD) on students with a disability. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any students.
8. Personal information collected from students is regularly disclosed to their parents/guardians/carers.
9. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, social media pages, on the Compass communication portal and the AIAE website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The School will obtain permissions from the student's parents/guardians/carers (and from the student if appropriate) prior to publication to enable the School to include such photographs or videos (or other identifying material) in promotional material or otherwise make this material available to the public such as on the internet. The School may obtain permissions annually, or as part of the enrolment process. Permissions obtained at enrolment may apply for the duration of the student's enrolment at AIAE unless the school is notified otherwise. Annually, AIAE will remind parents/guardians/carers to notify the School if they wish to vary the permissions previously provided. AIAE may also include student's and parents' or guardians' contact details in a class list and School directory.

## Overseas Storage and/or Disclosure

10. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some personal information may be provided to these service providers to enable them to authenticate users that access their services, and for technical support. This personal information may reside on a cloud service provider's server which may be situated outside Australia.
11. The School will make reasonable efforts to be satisfied about the protection of any personal information that may be collected, processed and stored outside Australia in connection with any cloud and third party services and will endeavour to ensure it will be located in countries with substantially similar protections as the APPs.



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## Marketing and Fundraising

12. The School may engage in fundraising and marketing activities. Your personal information may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising and marketing activities solely for that purpose. AIAE will not disclose your personal information to third parties for their own marketing purposes without your consent. School publications, like newsletters and magazines, which include personal information and sometimes people's images, may be used for marketing purposes( but the School will obtain permissions from the student's parents/guardians/carers and from the student if appropriate, prior to publication.

## Your Rights and How to Complain

13. The School's Privacy Policy, accessible on the School's website, sets out how you can:

- seek access to and correction of your personal information which the School holds; and
- make a privacy complaint and how we will handle the complaint.

**ADVANCEMENT  
DETERMINATION  
FAITH**

[aia.vic.edu.au](http://aia.vic.edu.au)

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