

2 October 2020

## Circular to principals of Catholic schools in Victoria

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# Updated Sample Privacy Policy and Collection Notice

### Main Points

- The [Sample School Privacy Policy](#) and [Sample Collection Notice](#) have been updated to reflect the use of the Record of Student Adjustment and Evaluation (ROSAE) web-based application. ROSAE will allow schools to store information about the provisions they make to meet the educational needs of students with disability.
- ROSAE will be accessible by Victorian Catholic schools that store information in the cloud via an approved Australia-based data storage provider.
- Schools using the ROSAE application must adopt the updated Sample School Privacy Policy and Sample Collection Notice. The updates are highlighted in red text for ease of identification.
- The updated Sample School Privacy Policy and Sample Collection Notice, as well as other information and resources, are available on the CEVN website <https://cevn.cecv.catholic.edu.au> under *Compliance* / [Privacy](#).

### Actions Required

- Principals are asked to:
  - update their school's privacy policy and collection notice if using ROSAE
  - inform parents/carers that the privacy policy has been updated
  - ensure that the updated policy can be accessed from the school's website and that it is available in hard copy, if requested.

### Additional Information

- Schools preparing to migrate to ICON must adopt the current sample privacy policy, as principals will be asked to confirm that their school's privacy policy reflects the latest Catholic Education Commission of Victoria Ltd (CECV) update.

### Contact/Enquiries

- For all enquiries, please contact:
  - Ms Anna Rados, Acting Assistant Director/Manager, Analysis, Policy and Research at Catholic Education Melbourne on 03 9267 0228 or [arados@cem.edu.au](mailto:arados@cem.edu.au)
  - Ms Sue Maughan, Team Leader, Compliance and Risk at Catholic Education Melbourne on 03 9267 0228 or [smaughan@cem.edu.au](mailto:smaughan@cem.edu.au).



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