



Data Collection Information College Exchange Email System

Software Name	Microsoft Exchange Server 2019
Web Site	https://email.shc.vic.edu.au/owa (Students and Staff)
Data collected	<p>Student – Preferred full name, email address, email distribution membership, year level, and profile photo.</p> <p>Staff – Preferred full name, email address, email distribution membership, and profile photo.</p>
Collection purpose	Used to provide College Based email services and distribution group memberships to staff, students, and linked devices

Privacy

Information collected and stored in our Exchange Email Server is capable of identifying the person and constitutes a collection of 'personal information' under Victorian privacy law. This means that the data stored by the school constitutes a collection of your child's personal information. The school is part of the Department of Education and Training (**the Department**). The Department values the privacy of every person and must comply with the *Privacy and Data Protection Act 2014* (Vic) when collecting and managing all personal information. For further information see [Schools' Privacy Policy](http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx) (<http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>).

Web link <http://www.shc.vic.edu.au/DataCollection>