

Governance Framework

Advice to principals regarding MACS board-approved policies and forms – April 2026



Melbourne Archdiocese
Catholic Schools

The MACS board and executive director have approved changes in the Governance Framework and associated policies, templates, procedures and forms following review of the framework. The documents are listed below. This update includes minor changes to the MACS Privacy Policy that was last reviewed on 18 September 2024 and supporting Privacy Collection Notice – Students and Parents and Photography and Recording Permission Form that was last reviewed on 30 October 2024. The amendments do not change the coverage of the Policy.

Principals should note or action the following:

- all board-approved policies and associated documents are labelled v[version number].0 – 2026, e.g. v2.0 – 2026
- the current, approved policy version must be used by schools/colleges and published on the school/college website where indicated
- policies/documents must be contextualised by the school/college where indicated
- existing school policies/documents should be checked to ensure they are the current, approved versions
- actions must be completed by the dates indicated below. If no date is indicated the change should be made as soon as practicable.

Board-approved document name	Previous version or document (if different to the board-approved document)	Change	Actions required
Privacy Policy – v4.0 – 2026	Privacy Policy – v3.0 – 2024	• Minor update to change the year in <i>Health Records Act 2004</i> to the correct year i.e. <i>Health Records Act 2001</i> • Added a reference to ‘permitted general situations’ as per the <i>Privacy Act 1988</i> (Cth)	• Principal to ensure staff and the school community is informed the policy has been updated • For publication on the school website by 29 May 2026 • Effective date: 15 May 2026
Privacy Collection Notice – Students and Parents – v4.0 – 2026	Privacy Collection Notice – v3.0 – 2024	• Updated the ‘Photography and recording permission’ section based on the	• Principal to ensure staff and the school community is informed the policy has been updated



		• changes to the Permission Form to include: ○ circumstances where MACS may or may not ask for permission to use student photos and recordings ○ how MACS will collect, handle, disclose and use such information accompanied by examples. • Tidy up of formatting and terminology.	• For publication on the school website • Effective date: 15 May 2026
Photography and Recording Permission Form – Template for Schools – v5.0 – 2026	Photography and Recording Permission Form – Template for Schools – v4.0 – 2025	• Simplified content and document included scenarios where photos and/or recordings may be used by MACS should consent be provided by the Student's Parents and/or Carers. • A new consent form to be completed to give effect to a change or withdrawal of permissions.	• Principal to ensure staff and the school community is informed the policy has been updated • Principal to remind Parents and Carers annually of the option to vary their consent through the school's usual communication channels.