



ST EDMUND'S COLLEGE
CANBERRA · EST 1954

INFORMATION COLLECTION NOTICE – VOLUNTEERS & CONTRACTORS

Approved by the St Edmund's College Leadership Team 20 March 2018

1. St Edmund's College collects personal information, including sensitive information about contractors and volunteers before and during the course of their engagement with 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 potentially engage your services and facilitate and administer your involvement with 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 to enrolled students.
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. In order to consider your suitability as a contractor/volunteer and to facilitate and manage your relationship with St Edmund's College, you consent to our collecting personal information about you from law enforcement agencies for criminal checks and working with vulnerable people/children checks, educational institutions to verify your qualifications, and other individuals or businesses we contact, for the purpose of reference-checking as agreed with you.
5. The personal information we collect about you will be stored securely on file. If you become a volunteer/contractor then an appropriate record will be created and the personal information we have collected about you will be stored in this file. We will hold this information for the agreed period of the contract or duration of the volunteer work.

If you are not engaged as a volunteer/contractor by the College after you have provided us with your personal information, it will be stored on file for 12 months unless you advise us to destroy it at an earlier time.

6. After the completion of your volunteer work or contracted period, or after 5 years have elapsed from the date St Edmund's College decided not to engage you as a volunteer/contractor, the College will take reasonable steps to destroy or de-identify your personal information.
7. St Edmund's 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:
 - a. government departments;

- b. third party service providers that provide online educational and assessment support services or applications (apps), which may include email and instant messaging;
 - c. medical practitioners, and people providing educational support and health services to the College, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools;
 - d. people providing administrative and financial services to the College;
 - e. anyone you authorise the College to disclose information to; and,
 - f. anyone to whom the College is required or authorised to disclose the information to by law, including under child protection laws.
8. Failure to provide this information will present an unacceptable risk to St Edmund's College and we may not further engage in a relationship with you.
9. St Edmund's 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. The College Privacy Policy contains further information about its use of cloud and other third-party service providers and any of their overseas locations.
10. St Edmund's College's Privacy Policy is accessible via the [College website](#) or from St Edmund's College Reception. The policy sets out how volunteers and contractors 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 obligations. Any refusal will be notified in writing with reasons if appropriate.
11. St Edmund's College's Privacy Policy also sets out how volunteers and contractors can make a complaint about a breach of the APPs and how the complaint will be handled.
12. St Edmund's College will obtain your consent prior to including photographs or videos or other identifying material of you in our promotional material or otherwise making this material available to the public, such as on the internet.
13. St Edmund's College will obtain your consent prior to including your personal information on team lists or College directories.
14. If you provide St Edmund's College with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to St Edmund's College and why, that they can request access to and correction of that information if they wish and to also refer them to the College's Privacy Policy for further details about such requests and how the College otherwise handles personal information it collects and complaints it receives.