



# Northside

## Christian College

### Privacy Policy

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## **Rationale**

This Privacy Policy sets out how Northside Christian College Inc ABN 59 805 270 397 (“the College”) manages personal information provided to or collected by it.

The College is bound by the Australian Privacy Principles (“APPs”) contained in the Commonwealth *Privacy Act 1988* (“Privacy Act”) and the Information Privacy Principles (“IPPs”) in the Victorian *Privacy and Data Protection Act 2014* and will collect, use, disclose and retain personal information, including any sensitive information, in accordance with those Principles. In relation to health records, the College is also bound by the *Health Records Act 2001* (Vic) (“Health Records Act”).

The College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the College’s operations and practices and to make sure it remains appropriate to the changing College environment. The modified, amended or replaced policy will be posted by the College to its website in place of the older privacy policy and significant changes will be notified to parents and carers.

## **Types of personal information we collect**

The College collects and holds a range of personal information, including health and other sensitive information, about:

- Students before, during and after the course of a student’s enrolment at the College, including:
  - full name, date of birth, gender, contact details including emergency contacts and next of kin;
  - nationality, languages spoken;
  - details of previous schooling;
  - health fund and Medicare details;
  - visa information;
  - school reports, behaviour and complaint reports and/or notes;
  - counselling reports;
  - information regarding referrals to government welfare agencies;
  - details of any relevant court orders;
  - photos and/or videos (taken at College events or by closed-circuit television cameras (“CCTV”)); and
  - sensitive information, including:
    - racial or ethnic origin (including if students identify as Aboriginal or Torres Strait Islander);
    - religious background;
    - sexual orientation (if it becomes known to the College);
    - health information (disabilities / allergies / medical certificates, etc. – includes mental health; and
    - biometric information used for facial recognition software (see further information below).
- Parents / carers (“Parents”), including:
  - full name, date of birth / age, gender, contact details;
  - nationality, languages spoken;
  - occupation and educational history;
  - financial information (particularly if requesting alternative fee arrangements due to financial hardship), such as employment details, salary and income, assets and liabilities, and supporting documents; and
  - sensitive information, including:

- racial or ethnic origin (including if Parents identify as Aboriginal or Torres Strait Islander); and
  - religious background.
- Job applicants, volunteers and contractors and other people who come in contact with the College, including:
  - full name, date of birth / age, contact details, emergency contact / next of kin;
  - nationality, languages spoken;
  - resumes, employment histories and qualifications, training records and competency assessments, references, professional development history;
  - salary and payment information, including superannuation details;
  - complaint records and investigation reports; and
  - leave details;
  - photos and videos at College events;
  - workplace surveillance records;
  - emails and Internet browsing history when using the College email address or resources; and
  - sensitive information, including:
    - medical information (e.g. details of disability and/or allergies, and medical certificates); and
    - criminal record.

This Privacy Policy does not apply to employees or employee records, as the handling of employee records by a private sector employer is exempt from the Privacy Act if it is directly related to the employee's current or former employment relationship. However, if you do have questions regarding the handling of your employee records, you can contact our Privacy Officer on the details below for assistance.

### **How we collect personal information**

#### *Personal Information you provide*

The College will generally collect personal information held about an individual by way of forms filled out by Parents or students, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than Parents and students provide personal information.

#### *Personal Information provided by other people*

In some circumstances the College may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

#### *Information Collected From Our Website*

We may collect information based on how individuals use our website through the use of "cookies" and other data collection methods. That information includes the pages viewed and the information downloaded, the IP address of the computer or mobile used to visit our website, the page from where the individual visited our website, the type of browser used, unique device identifiers and information about websites visited before the individual visited our website. You can configure your browser to disable cookies, but some parts of our website may not function properly (or at all) if cookies are disabled.

The information we collect through cookies is anonymous and not personally identifiable and may be used for statistical and business purposes. Cookies do not record your name, address, telephone number, email address or other personal information.

### *Surveillance Technologies*

The College uses surveillance technologies in and around school premises as part of their security systems and safety procedures to ensure the College provides a Child Safe environment for students, staff and visitors and reasonably protect the College against risks of intruders, vandalism and unauthorised student exits. Signs are affixed in a number of suitable places to identify these safety procedures are in place for the benefit of the whole College community.

The College will only use or disclose CCTV footage collected about a person that comes into contact with the College in accordance with applicable legislation which includes the *Surveillance Devices Act 1999* (Vic) and the Privacy Act for such purposes that are necessary to ensure the safety and welfare of staff and students, to manage relationships between members of the College and protect the College's lawful interests in a legal or disciplinary proceeding.

### *Collection of sensitive information through facial recognition software*

The College uses Pixeivity facial recognition software for the purposes of identifying students in photos and videos. This enables the College to ensure they have appropriate consent from all students, parents and/or carers before the photos or videos in question are shared or published. The biometric information used by the software is regarded as 'sensitive information' under the Privacy Act. This data is securely stored in accordance with this Privacy Policy and accessible only to authorised College personnel.

### *Exception in relation to employee records*

Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the College and employee. The College handles staff health records in accordance with the Health Privacy Principles in the Health Records Act.

## **Use of Personal Information**

The College will use personal information it collects from you:

- for the primary purpose of collection;
- for such other secondary purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented; and/or
- as otherwise authorised or required by law.

### *Students and Parents*

In relation to personal information of students and Parents, the College's primary purpose of collection is to enable the College to provide schooling to students enrolled at the College, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the College. This includes satisfying the needs of Parents, the needs of the student and the needs of the College throughout the whole period the student is enrolled at the College.

The purposes for which the College uses personal information of students and Parents include:

- To keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- Day-to-day administration of the College;
- Looking after students' educational, social and medical wellbeing;
- Seeking donations and marketing for the College;

- To satisfy the College's legal obligations and allow the College to discharge its duty of care; and
- To comply with the College's reporting requirements to educational and Government authorities.

In some cases where the College requests personal information about a student or Parent, if the information requested is not provided, the College may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

#### *Student images and videos*

Images of students, including photographs, videos and livestreams, may be recorded by the College and displayed from time to time around the College (such as footage on the College's CCTV monitors), and published in the College's publications. Student images will only be used in school-related media and will not be sent to third-parties (other than service providers) such as external media outlets without the express permission of the Parents. For promotional and other marketing material including the College's website and the College's social media accounts, specific consent will be obtained if the student is reasonably identifiable. No student image linked with the student's name will be included in any marketing or promotional material or vehicle without prior written consent.

Consent to the use of student images will be obtained from Parents at enrolment, and during the course of enrolment. Once granted, consent stands until such time it is changed during the College's consent renewal process, or expressly withdrawn in writing at other times. Due to complex challenges in managing the recording of any student images (e.g. at events), the College cannot accept partial consent and therefore consent will be treated as unequivocal. Any withdrawal of consent may affect a student's participation in certain College activities and will take effect from the time of withdrawal, and will not apply to any pre-existing collection, use or disclose of a student's image or video.

Members of the College community acknowledge that even when authorisation is withheld then incidental, internal or unintentional use of images and recordings featuring that member (or a member's child) may still occur from time to time (particularly when a Parent or student attends a photographed or recorded school-related activity or event).

Where reasonably practicable, the College will communicate prior to school-related activities or events about whether there will be any photography, livestreaming or recording of the event.

#### *Job Applicants and Contractors*

In relation to personal information of job applicants and contractors, the College's primary purpose of collection is to assess and (if successful) to engage the applicant or contractor, as the case may be.

The purposes for which the College uses personal information of job applicants and contractors include:

- Administering the individual's employment or contract, as the case may be;
- For insurance purposes;
- Seeking donations and marketing for the College; and
- Satisfying the College's legal obligations, for example, in relation to child protection legislation.

### *Volunteers*

The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities to enable the College and the volunteers to work together.

### **Direct Marketing**

The College treats marketing and seeking donations for the future growth and development of the College as an important part of ensuring that the College continues to provide a quality learning environment in which both students and staff thrive. Personal information held by the College may be disclosed to organisations that assist in the College's fundraising, for example, the PFA (Parents and Friends) or alumni organisation or on occasions, external fundraising organisations.

Parents, staff, contractors and other members of the wider College community may from time to time receive fundraising information. College publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

If you would like to opt-out of direct marketing, please contact the Director of Admissions and Marketing. Contact details are provided below. There will also be a simple "unsubscribe" (opt out) method in electronic direct marketing material itself. If you opt-out of receiving marketing material from us, we may still otherwise contact you in relation to our existing relationship with you other than for the purposes of direct marketing.

### **Disclosure of Personal Information**

The College may disclose personal information, including sensitive information, held about an individual for educational, administrative and support purposes. This may include to:

- Another school or educational organisation;
- An approved schooling authority who manages the College's responsibilities under the *Australian Education Regulation 2013* and the *Australian Education Act 2013* (Cth) relating to students with a disability;
- Government departments;
- Medical practitioners;
- 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;
- Assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
- People providing administrative, marketing, IT and financial services to the College;
- Recipients of College publications, such as newsletters and magazines;
- Students' Parents;
- Anyone to whom you authorise the College to disclose information; and
- Anyone to whom we are required or authorised to disclose the information by law, including child protection laws.

### **Sending and storing Information Overseas**

The College may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, the College will not send personal information about an individual outside Australia without:

- Obtaining the consent of the individual (in some cases this consent will be implied); or
- Otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may be stored in the 'cloud' which means that it may reside on a cloud service provider's servers which may be situated outside Australia.

An example of such a cloud service provider is Google. Google provides the 'Google Workspace for Education' including Gmail, and stores and processes limited personal information for this purpose. College personnel and its service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the Workspace and ensuring its proper use.

### **Treatment of Sensitive Information**

In referring to 'sensitive information', the College means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

### **Management and Security of Personal Information**

The College's staff are required to respect the confidentiality of students' and Parents' personal information and the privacy of individuals.

The College has in place steps to protect the personal information the College holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

### **Access and Correction of Personal Information**

Under the Privacy Act and the Health Privacy Principles contained in the Health Records Act, an individual has the right to seek and obtain access to any personal information which the College holds about them and to advise the College of any perceived inaccuracy. Students will generally be able to access and update their personal information through their Parents, but older students may seek access and correction themselves. There are some exceptions to these rights set out in the applicable legislation.

To make a request to access or to update any personal information the College holds about you or your child, please contact the Office Manager by telephone or in writing using the

contact details below. The College may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the College will advise the likely cost in advance.

We reserve the right to refuse access where an exception applies, for example, where releasing the information would unreasonably impact the privacy of another individual. Alternatively, we reserve the right to redact the information made available, to protect the privacy of other individuals. We also reserve the right to verify the identity of the person requesting the information and their entitlement to access it. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

### **Consent and Rights of Access to the Personal Information of Students**

The College respects every Parent's right to make decisions concerning their child's education.

Generally, the College will refer any requests for consent and notices in relation to the personal information of a student to the student's Parents. The College will treat consent given by Parents as consent given on behalf of the student, and notice to Parents will act as notice given to the student.

Parents may seek access to personal information held by the College about them or their child by contacting the Office Manager by telephone or in writing using the contact details below. However, there may be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the College's duty of care to the student.

The College may, at its discretion, on the request of a student, grant that student access to information held by the College about them, or allow a student to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances warrant it.

### **Information Sharing Schemes**

The Victorian government has implemented 3 interrelated reforms that are integral to reducing family violence and promoting child wellbeing and safety.

The Family Violence Information Sharing Scheme (FVIS), the Child Information Sharing Scheme (CISS) and the Family Violence Multi-Agency Risk Assessment and Management Framework (MARAM) have been developed in response to several coronial inquests and independent inquiries.

The Family Violence and Child Information Sharing Schemes came into effect in September 2018 and are aimed at removing barriers to information sharing to allow professionals to work together, across the service system, to make more informed decisions and better respond to the needs of children, families and other people, including those experiencing family violence.

The two information sharing schemes allow prescribed organisations and services to share information in addition to existing information sharing permissions available to them. MARAM will guide information sharing under both information sharing schemes wherever family violence is present.



Together, these reforms create a more collaborative, integrated system that will help improve safety and wellbeing outcomes for all Victorian children and families, including victims of family violence.

The CISS applies to all Victorian schools and early childhood education and care services. Northside Christian College falls under the requirements and obligations under the schemes and the sharing of information is guided by appropriate frameworks. Schools can share confidential information which meets all of the threshold requirements.

For additional information about the information sharing schemes, please refer to:

- Child Information Sharing Scheme (CISS):  
<https://www.vic.gov.au/child-information-sharing-scheme>
- Family Violence Information Sharing Scheme (FVIS):  
<https://www.vic.gov.au/family-violence-information-sharing-scheme>
- Family Violence Multi-Agency Risk Assessment and Management Framework (MARAM):  
<https://www.vic.gov.au/family-violence-multi-agency-risk-assessment-and-management>

Requests for information from prescribed Information Sharing Entities related to the Child Information Sharing Scheme (CISS) or Family Violence Information Sharing Scheme (FVISS) should be made in writing to [studentwellbeing@ncc.vic.edu.au](mailto:studentwellbeing@ncc.vic.edu.au) where practicable.

### **Responding to Data Breaches**

The Notifiable Data Breach Scheme (NDBS) requires Northside Christian College to notify individuals when their personal information is involved in a data breach that is likely to result in serious harm. The College has in place a Data Breach Policy and will take appropriate, prompt action if it has reasonable grounds to believe that a serious data breach has occurred. This may involve review of the College's internal security procedures, taking remedial internal action, notifying affected individuals and the Office of the Australian Information Commissioner (OAIC).

If the College is unable to notify affected individuals or when it is impractical to do so, the College will publish a statement on its website.

### **Enquiries and Complaints**

The College will promptly acknowledge receipt and will endeavour to deal with the complaint and provide a response to you within a reasonable time period following receipt (generally within 30 days of receipt). Where the complaint requires a more detailed investigation, the complaint may take longer to resolve. If this is the case, then the College will endeavour to provide the complainant with progress reports.

The College reserves the right to verify the identity of the individual making the complaint and to seek (where appropriate or reasonable) further information from the complainant about the circumstances of the complaint.

Where required by law, the College will provide its determination on the complaint to the complainant in writing.

The College reserves the right to refuse to investigate or to otherwise deal with a complaint where permitted under law, where such circumstances apply. For example, without

limitation, the College may refuse to investigate or to otherwise deal with a complaint if the College considers the complaint to be vexatious or frivolous.

If you are not satisfied with our response to your complaint, or you consider that College may have breached the APPs or the Privacy Act, a complaint may be made to the OAIC.

Office of the Australian Information Commissioner  
Postal address: GPO Box 5288 Sydney NSW 2001  
Phone: 1300 363 992  
Email: [foi@oaic.gov.au](mailto:foi@oaic.gov.au)  
Website: [www.oaic.gov.au](http://www.oaic.gov.au)

If you wish to make a complaint to the College about how the College handles the personal information collected from or about you, the complaint should be made in writing (by mail or email) to the College and addressed as set out below in the contact us section.

### **How to contact us**

Office Manager  
Northside Christian College  
31 McLeans Road Bundoora VIC 3083  
03) 9467 2499  
[ncc@ncc.vic.edu.au](mailto:ncc@ncc.vic.edu.au)

### **Evaluation**

This policy will be reviewed as part of the College's three-year review cycle.

### **Related Policies**

Data Breach Policy (Policy No. 52)

### **Related Legislation**

Child Wellbeing and Safety Act 2005 (Vic)  
Freedom of Information Act 1982 (Cth)  
Health Records Act 2001 (Vic)  
Australian Privacy Principles  
Privacy Act 1988  
Surveillance Devices Act 1999 (Vic)

### **Document History**

- Document updated in October 2012.
- Document updated by Deputy Principal in February 2017. The *Privacy Compliance Manual* was updated in May 2016 and supersedes the Privacy Compliance Manual which was first published in 2001 and updated in 2004, 2007, 2010, 2013 and 2014.
- Document updated by Deputy Principal in August 2017. The *Privacy Compliance Manual* was updated in August 2017 and supersedes the Privacy Compliance Manual which updated in August 2016.
- Policy document updated in August 2022 to include a section on "Information Collected From Our Website."
- Privacy Policy updated in June 2024 by Russell Kennedy Lawyers.

## Standard Collection Notice

1. Northside Christian College Inc ABN 59 805 270 397 ("the College") collects personal information, including sensitive information about students and parents or carers before and during the course of a student's enrolment at the College.
2. This may include a wide variety of information about a student depending on the circumstances, such as:
  - a. full name, date of birth, gender, contact details including emergency contacts and next of kin;
  - b. nationality, languages spoken;
  - c. details of previous schooling;
  - d. health fund and Medicare details;
  - e. visa information;
  - f. school reports, behaviour and complaint reports and/or notes;
  - g. counselling reports;
  - h. information regarding referrals to government welfare agencies;
  - i. details of any relevant court orders;
  - j. photos and/or videos (taken at College events or by closed-circuit television cameras ("CCTV")); and
  - k. sensitive information, including:
    - i. racial or ethnic origin (including if students identify as Aboriginal or Torres Strait Islander);
    - ii. religious background;
    - iii. sexual orientation (if it becomes known to the College);
    - iv. health information (disabilities / allergies / medical certificates, etc. – includes mental health);
    - v. biometric information used for facial recognition software (see further information below).
3. This may also include information about parents and carers, such as:
  - a. full name, date of birth / age, gender, contact details;
  - b. nationality, languages spoken;
  - c. occupation and educational history;
  - d. financial information (particularly if requesting alternative fee arrangements due to financial hardship), such as employment details, salary and income, assets and liabilities, and supporting documents; and
  - e. sensitive information, including:
    - i. racial or ethnic origin (including if Parents identify as Aboriginal or Torres Strait Islander); and
    - ii. religious background.
4. The primary purpose of collecting this information is to enable the College to provide schooling to the student and to enable them to take part in all the activities of the College. If the information is not provided, then the student may not be able to be enrolled with the College. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care. Laws governing or relating to the operation of a school require certain information to be collected, stored and disclosed. These include relevant laws regarding education, child protection and public health.
5. The College may disclose personal and sensitive information to other parties where necessary for administrative and educational purposes. For example, the College may disclose information to another school to facilitate a transfer, to government departments to comply with reporting obligations, to medical practitioners, and to people providing services to the College, including specialist visiting teachers, sports coaches, volunteers, and counsellors.
6. Personal information collected from students may also be disclosed to their parents or carers.
7. The College does not generally disclose personal information overseas without your consent. However, the College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. The College's Privacy Policy sets out how parents/carers or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.
9. The College Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.

10. From time to time, the College engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions, information such as academic and sporting achievements, student activities and similar news is published in the College Newsletter, College magazines, the College's social media (Facebook, Instagram, LinkedIn) pages and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in College newsletters, magazines, Facebook and Instagram page and on our website. The College will obtain separate permissions from the students' parents or carers prior to publication.
12. Please do not provide us with other people's personal information unless they have confirmed they are happy for you to do so. The College uses surveillance technologies in and around school premises as part of their security systems and safety procedures. This ensures the College provides a Child Safe environment for students, staff and visitors and reasonably protects the College against risks of intruders, vandalism and unauthorised student exits. Signs are affixed in a number of suitable places to identify these safety procedures are in place for the benefit of the whole College community.
13. The College uses Pixivity facial recognition software for the purposes of identifying students in photos and videos. This enables the College to ensure they have appropriate consent from all students, parents and/or carers before the photos or videos in question are shared or published. The biometric information used by the software is regarded as 'sensitive information' under the Privacy Act. This data is securely stored in accordance with this Privacy Policy and accessible only to authorised College personnel.

**How to contact us**

Office Manager  
 Northside Christian College  
 31 McLeans Road Bundoora VIC 3083  
 03) 9467 2499  
[ncc@ncc.vic.edu.au](mailto:ncc@ncc.vic.edu.au)

**Acknowledgement and Consent**

By signing this Acknowledgement and Consent you are agreeing to the collection, storage, use and disclosure of student and parent / carer personal information by the College, as described above. Please note that a full copy of the College's Privacy Policy is available on request.

- Please tick if you do **not** want your contact details, or those of your student, to be distributed to other students and parents/carers.

Parent 1 / Carer 1 Name: .....

Parent 1 / Carer 1 Signature: ..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent 2 / Carer 2 Name: .....

Parent 2 / Carer 2 Signature: ..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Contractor / Volunteer Collection Notice

1. If you apply to provide services or volunteer with Northside Christian College Inc ABN 59 805 270 397 ("the College"), then we will need to collect certain personal information from you, such as:
  - a. your full name;
  - b. your contact details, such as postal address, email address and telephone number;
  - c. your tax file number (if applicable);
  - d. financial information for us to make payments to you (if applicable); and
  - e. information contained in your resume.
2. You may also be asked to provide the College with additional personal information to comply with legal requirements under child protection and other relevant laws. This may include providing the College with the outcome of a national criminal history check and a Working With Children Check.
3. We may also collect information about you from any referees you have provided.
4. Our purpose for collecting this information is to assess your application. We may also make notes and prepare a confidential report in respect of your application for our internal purposes.
5. If you do not provide this information, then you may not be able to provide services or volunteer with the College.
6. We will not disclose this personal information to any third parties without your consent unless otherwise required or authorised by law to do so.
7. The College would not ordinarily disclose your personal information overseas but may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia. The College's Privacy Policy sets out how you may seek access to your personal information and the avenues you have to lodge a complaint relating to a breach of the Australian Privacy Principles.
8. Please do not provide us with other people's personal information unless they have confirmed they are happy for you to do so.

### **How to contact us**

Office Manager  
Northside Christian College  
31 McLeans Road Bundoora VIC 3083  
03) 9467 2499  
[ncc@ncc.vic.edu.au](mailto:ncc@ncc.vic.edu.au)

### **Acknowledgement and Consent**

By signing this Acknowledgement and Consent you are agreeing to the collection, storage, use and disclosure of your personal information by the College, as described above. Please note that a full copy of the College's Privacy Policy is available on request.

Name of Signatory: .....

Signature of Contractor / Volunteer: ..... Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Print Name of Contractor: .....  
(if not an individual)

## Past Students Association Collection Notice

1. The Past Students Association (“the Association”) is operated by Northside Christian College Inc ABN 59 805 270 397 (“the College”). The Association may collect personal information about you from time to time, such as:
  - a. your full name;
  - b. your contact details, such as postal address, email address and telephone number;
  - c. details of when you attend the College and the activities that you participated in whilst a student; and
  - d. previous donations you have made to the College or activities you have supported.
2. The primary purpose of collecting this information is to enable the Association to inform you about our activities and the activities of the College, to seek your support with fundraising and other College activities, and to keep the Association’s members informed about other members.
3. We must have the information referred to above to enable us to continue your membership of the Association.
4. From time to time, the College engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College’s fundraising activities solely for that purpose.
5. The Association may also publish limited details about you, such as your name or the fact you have attended events or provided other support in our publications and on the College’s website. If you want your details to be kept confidential then please let us know immediately so we can make appropriate arrangements.
6. The College’s Privacy Policy sets out how you may seek access to your personal information and the avenues you have to lodge a complaint relating to a breach of the Australian Privacy Principles.
7. The College may store personal information in the ‘cloud’, which may mean that it resides on servers which are situated outside Australia.
8. Please do not provide us with other people’s personal information unless they have confirmed they are happy for you to do so.

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[ncc@ncc.vic.edu.au](mailto:ncc@ncc.vic.edu.au)

### **Acknowledgement and Consent**

By signing this Acknowledgement and Consent you are agreeing to the collection, storage, use and disclosure of your personal information by the Association, as described above. Please note that a full copy of the College’s Privacy Policy is available on request.

Please tick if you do **not** want your details to be included in our publications or on the College’s website.

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