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PREAMBLE

Brisbane Christian College aims to spread and strengthen the teaching of the Christian religion, as articulated in the College Statement of Faith, the maintenance of the doctrines upon which that religion rests, and the observances that promote and manifest that religion.

Brisbane Christian College is a Christian organisation. It exists to advance the Christian religion through the provision of education and religious instruction, in a Christ centred environment in which the spiritual, academic, social and physical development of the individual can be fostered in harmony with the home and the church community. Further, it is essential to the religious purpose for which the College exists that its operations be conducted in accordance with its religious doctrines, beliefs or principles. In the context of Christian schooling, conduct that is inconsistent with the Christian beliefs of the College can impact detrimentally on:

- (a) the ability of the College to be conducted in conformity with its Christian doctrines, tenets, beliefs or teachings;
- (b) its ability to maintain its religious ethos; and
- (c) its ability to model a Christian standard of conduct to each individual student and to the student body.

Such conduct can remove the ability of the College to act in conformity with its doctrines, beliefs or principles and can incur injury to the religious susceptibility of adherents of its religion. Such conduct may also be prejudicial to the interests or reputation of the College.

This Policy shall be read consistently with this understanding.

INTERPRETATION

All Brisbane Christian College documents, policies, procedures, guidelines, handbooks, codes of conduct and other documents are to be interpreted in a manner that is consistent with the Statement of Faith. The College may adopt, supplement, vary or rescind its documents, policies, procedures, guidelines, handbooks, codes of conduct and other documents it has adopted at any time in its absolute discretion by the provision of notice.

The College may update, amend, innovate, supplement, vary or replace its policies, rules or procedures at any time by the provision of notice to caregivers. Students will be treated as being bound by the policies, rules and

procedures. As a condition of enrolment, caregivers undertake to ensure the student has understood the policies, rules and procedures (including as amended, innovated, supplemented, varied or replaced from time to time). In this document, 'policies, rules and/or procedures' means the College policies, rules and/or procedures available via the College website and/or parent portals and/or in publications that the College makes available, as updated, as amended, innovated, supplemented, varied or replaced from time to time.

If any part of this Policy, or part thereof, is, becomes or is declared by any judicial or other authority to be invalid, void, voidable, illegal or otherwise unenforceable, the provision, or part thereof, will be either:

(a) severed from this Policy; or

(b) read down,

in the manner that best achieves the purpose of the College without illegality, and the remaining provisions of this Policy shall remain in full force and effect unless the College in the College's discretion decides that the effect of such declaration is to defeat the original intention of the College in which event the College may update, amend, innovate, supplement, vary or replace this Policy by the provision of notice to caregivers.

1. PURPOSE

Brisbane Christian College is bound by the Australian Privacy Principles contained in the Commonwealth *Privacy Act (1988)*. This statement outlines the privacy policy of the College and describes how the College uses and manages personal information provided to or collected by it.

The College Privacy policy aligns with the Child Safe Standards¹ and College HEART Values:

- Honouring Jesus Christ
- Empowering others
- Aspiring to excellence
- Respecting others and self
- Together developing dynamic relationships

"Those who are trustworthy can keep a confidence." Proverbs 11:13b

2. SCOPE

This policy applies to Board members, employers, employees, volunteers, parents/guardians and students, contractors and people visiting the College site; and describes the type of information the College collects, how the information is handled, and to whom the information is disclosed, and how the information may be accessed.

3. SOURCES

- [Privacy Act 1988 \(Cth\)](#)
- [Australian Privacy Principles](#)
- [Education Services for Overseas Students Act 2000 \(Cth\)](#)
- [Office of the Australian Information Commissioner \(OAIC\)](#)

¹ <https://www.qfcc.qld.gov.au/childsafe/standards>

4. EXCEPTION IN RELATION TO EMPLOYEE RECORDS

Under the *Privacy Act 1988 (Cth)* (Privacy Act), as amended, the Australian Privacy Principles do not apply to an employee record held by the employing entity. As a result, this Privacy Policy does not apply to Brisbane Christian College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between Brisbane Christian College and employee.

5. DEFINITIONS

In this Privacy Policy, the College observes the definitions as provided by the *Privacy Act*.

Personal Information – means information or opinion that is provided or recorded in any form and, whether true or not, about an individual whose identity is apparent, or can reasonably be determined from the information or opinion. For example, this includes all paper and electronic records, photographic and video recordings.

Sensitive Information – is defined as information relating to a person's racial or ethnic origin, political opinions, religion, trade union, or other professional, or trade association membership, sexual preferences, biometric information or criminal record that is also classified as personal information about an individual.

Health Information – is defined as including information or opinion about a person's physical, mental or psychological health, or disability, which is also classified as personal information. This includes information or opinion about a person's health status and medical history, whether recorded or not.

Use – means to handle or conduct an activity with personal information within the organisation's control.

Disclose – meant to share personal information with another person or organisation outside the entity that originally collected the information.

In this policy personal information refers to personal information, sensitive information and health information collectively unless otherwise specified.

6. POLICY

Brisbane Christian College is committed to managing personal information as per the requirements of the *Privacy Act 1988* (the Act), including the Australian Privacy Principles.

What personal information is collected by Brisbane Christian College:

The type of information Brisbane Christian College collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

- students and parents and/or guardians before, during and after the course of a student's enrolment at the College:
 - name, contact details (including next of kin), date of birth, gender, language background, previous school and religion;
 - parents' education, occupation and language spoken at home, nationality and country of birth;
 - health information (e.g. details of disability and/or allergies, absence notes, medical reports, immunisation details, and names of doctors);

- conduct and complaint records, or other behaviour notes, and school reports;
- information about referrals to government welfare agencies;
- counselling reports;
- health fund details and Medicare number;
- any court orders;
- volunteering information; and
- photos and videos at College events.
- job applicants, staff members, volunteers and contractors:
 - name, contact details (including next of kin), date of birth, and religion;
 - information on job application;
 - professional development history;
 - salary and payment information, including superannuation details;
 - health information (e.g. details of disability and/or allergies, and medical certificates);
 - complaint records and investigation reports;
 - leave details;
 - photos and videos at College events;
 - workplace surveillance information;
 - work emails and private emails (when using work email address) and internet browsing history when using the College ICT services and devices.
- other people who come into contact with the College including name and contact details and any other information necessary for the particular contact with the College.

How personal information is collected:

Personal information provided by students and families:

Brisbane Christian College will generally collect personal information held about an individual by way of forms completed by parents/carers or students, face-to-face meetings and interviews, photos and video recordings, observations, emails and telephone calls.

Personal information provided by other people:

In some circumstances Brisbane Christian 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 transfer note from another school.

Personal information from other sources:

Brisbane Christian College may collect personal information through surveillance activities (such as CCTV security cameras) and student email monitoring.

How personal information is used:

Brisbane Christian College will use personal information it collects from you for the primary purpose of collection. Personal information may also be used for a secondary purpose that is related to the primary purpose of collection, where this would be reasonably expected or has been consented to.

Students and Parents/Carers

In relation to personal information of students and parents/carers, Brisbane Christian College's primary purpose of collection is to enable the provision of schooling to enrolled students, fulfil the College's legal obligations including duty of care, and perform administrative activities. This includes satisfying the needs of students, parents/carers, and Brisbane Christian College, throughout the whole period a student is enrolled at the College.

In cases, where Brisbane Christian College requests personal information about a student or parent/carer, and the information requested is not provided, Brisbane Christian 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. Personal information such as academic and sporting achievements, student activity details and similar news, including photographs and videos, may be published in College newsletters and magazines, or on the College HUB and/or website, or for marketing purposes (see Marketing below).

Brisbane Christian College will obtain permission from the student's parent/carer (and from the student if appropriate) to include photographs or videos, or other identifying information in promotional material or otherwise make publicly available. **Job Applicants and Potential Contractors**

In relation to personal information of job applicants and potential contractors, Brisbane Christian College's primary purpose of collection is to assess and (if successful) to engage with the applicant or contractor.

The purposes for which Brisbane Christian College uses personal information of job applicants and potential contractors, includes:

- administration of the individual's employment or contract;
- for insurance purposes;
- to satisfy the College's legal obligations, for example, in relation to child protection legislation.

Volunteers

Brisbane Christian College collects personal information about volunteers who assist the College's functions or conduct associated activities, such as alumni associations. The purposes for which Brisbane Christian College uses personal information of volunteers includes:

- to contact the volunteer, and administer, the volunteer position;
- for insurance purposes;
- to satisfy the College's legal obligations, e.g., in relation to child protection legislation.

Fundraising

Brisbane Christian College may collect personal information from parents, staff, alumni, contractors and members of the College when seeking donations or undertaking fundraising activities.

Personal information held by Brisbane Christian College may be disclosed to organisations that assist in the College's fundraising, e.g., the College's Alumni organisation or, on occasions, external fundraising organisations.

Marketing

Brisbane Christian College may use or disclose the personal information that it holds about an individual, including students, staff, parents, volunteers, alumni and other members of the College community, for the purpose of direct marketing, with the consent of the relevant parties.

Personal information in this context may include photographs and videos featured in College publications, such as newsletters, magazines, online and social media, and other marketing collateral.

To opt-out of direct marketing, or to change previous preferences, please contact the College Head of Community and Strategic Development on 07 3719 3111.

When Brisbane Christian College collects personal information from a third party, this information will only be used for the purposes of direct marketing, with the consent of the relevant parties. In this case, the College will provide an opt-out option.

Artificial Intelligence (AI) Systems

Brisbane Christian College may use personal information in connection with an AI tool. The kinds of personal information that may be generated by AI systems include those set out above, under the heading 'What personal information is collected'.

The College recognises that any use of AI systems involving personal information carries privacy risks. Aligned with the [Australian Privacy Principles](#) and the [Voluntary AI Standards](#), the College notes the following:

- *Privacy Act* obligations apply to personal information used in conjunction with an AI system.
- *Privacy Act* obligations apply to any output data generated by AI that contains personal information.

Aligned with the OAIC recommendations², the College does **not** recommend entering personal information into publicly available generative AI tools. Where AI Tools are used by the College the following applies:

- Any AI use will first consider the needs and circumstances of stakeholders and will ensure principles of safety, diversity, inclusion and fairness are implemented.³
- Any AI use must be reasonably necessary for the primary functions/activities of the College⁴ and will follow lawful processes. Where a reasonable expectation of use of information collected as per the primary collection purpose (or secondary purpose where exceptions apply) cannot be established, the College must seek further specific consent⁵.
- AI systems will only be used by the College following impact assessments and risk management processes with ongoing review ensuring any AI system use remains fit for purpose⁶.
- If use of an AI system requires personal information, including images⁷, to be entered approval **MUST** be received from the relevant Head of Campus and the IT Department **prior** to using the AI tool.

² [OAIC Guidance for Organisations on Commercially Available AI Products](#)

³ [Voluntary Standard 10](#)

⁴ [APP 3](#)

⁵ [APP 6](#)

⁶ [Voluntary AI Standard 2 and 4](#)

- If approval is given, personal information entered into an AI system must only be used by the College for the primary purpose for which it was collected, unless consent is given for a secondary use, or it is reasonable and directly related to the primary purpose⁸.
- At all times the College will take reasonable steps to ensure any information used or disclosed in relation to an AI system is accurate, relevant, current and complete and used lawfully.⁹
- All AI use must be clearly identified to stakeholders through clear and transparent notification.¹⁰

Further information can be found at [OAIC](#) and in the Australian Government [Voluntary AI Standards](#).

Disclosure and Storage of Personal Information:

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

- another school or staff at another school;
- government departments (including for policy and funding purposes);
- 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), the Queensland Curriculum and Assessment Authority (QCAA), and NAPLAN Test Administration (who will disclose it to the entity that manages the online platform for NAPLAN);
- people providing administrative and financial services to the College;
- students' parents/carers or guardians;
- recipients of Brisbane Christian College publications, such as newsletters and magazines;
- anyone parents/carers authorise Brisbane Christian College to disclose information to; and
- anyone to whom we are required or authorised to disclose information to by law, including child protection laws.

Disclosure and Storage of Personal Information Overseas:

Brisbane Christian College may disclose your personal information to overseas recipients in the course of providing services. Under the Privacy Act, Brisbane Christian College is required to take reasonable steps to ensure that any overseas recipient does not breach the Australian Privacy Principles (APPs).

In some cases, the Australian Government may designate certain countries or international frameworks as having substantially similar privacy protections to those in Australia. If a recipient is located in a country that has been officially whitelisted by the Minister, Brisbane Christian College may rely on that designation to satisfy our obligations under the Privacy Act.

As of the date of this policy, no countries have been formally whitelisted. Therefore, Brisbane Christian College continues to assess and ensures that any overseas recipient handles personal information in accordance with the APPs.

⁷ [APP 3](#)

⁸ [APP 6](#)

⁹ [APP 10](#)

¹⁰ [OAIC Guidance for Organisations on Commercially Available AI Products](#)

Brisbane Christian College may disclose personal information about an individual to overseas recipients, for example, to facilitate a school exchange. However, Brisbane Christian 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.

Brisbane Christian 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. Personal information may be disclosed, when necessary, to these service providers to enable authentication of 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 server which may be situated outside Australia.

Brisbane Christian College uses centralised information management and storage systems (Systems) provided by third party service providers. Personal information is disclosed and stored with third party service providers for the purpose of providing services to the College in connection with the Systems. The College uses Microsoft 365 and Azure services.

Another cloud service provider the College uses is Google. Google provides the 'Google Apps for Education' (GAFE) 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 GAFE and ensuring its proper use.

The data centres where the personal information is likely to be kept are located in the USA, Taiwan, Singapore, Ireland, Netherlands and Belgium.

Management and Security of Personal Information

Brisbane Christian College's staff are required to respect the confidentiality of students' and parents/carers personal information and the privacy of individuals. Brisbane Christian College has in place steps, including technical and organisational measures, to protect the personal information held, 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.

Data Breaches

Brisbane Christian College will deem an 'eligible data breach' has occurred if:

- there has been unauthorised access to, or unauthorised disclosure of, personal information, or a loss of information, held by the College;
- a reasonable person would conclude there is a likelihood of serious harm to any affected individuals as a result.

Serious harm may include serious physical, psychological, emotional, economic and financial harm, as well as serious harm to reputation.

Eligible Data Breach Assessment/Investigation

If Brisbane Christian College suspects that an eligible data breach has occurred, it will take reasonable steps to assess/investigate within 30 days.

If such an assessment/investigation indicates there are reasonable grounds to believe an eligible data breach has occurred, then Brisbane Christian College will be required to lodge a statement to the Privacy Commissioner (Commissioner), through the Office of the Australian Information Commissioner ([OAIC](#)). Where practical to do so, the College will also notify the affected individuals. If it is not practicable to notify the affected individuals, the College will publish a copy of the statement on its website or publicise it in another manner.

Exception to Notification Obligation

An exception to the requirement to notify will exist if there is a data breach and immediate remedial action is taken, and as a result of that action:

- there is no unauthorised access to, or unauthorised disclosure of, the information;
- there is no serious harm to affected individuals, and as a result of the remedial action, a reasonable person would conclude the breach is not likely to result in serious harm.

Access and Correction of Personal Information

Under the *Privacy Act*, an individual has the right to seek and obtain access to any personal information which Brisbane Christian College holds about them and to advise the College of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally be able to access and update their personal information through their parents/carers but older students may seek access and correction themselves.

To make a request to access or to update any personal information the College holds, please contact the College Principal in writing. (Please note: parents are able to update their child's details via the Parent Lounge on the College HUB.) Brisbane Christian College may require you to verify your identity and specify what information you require. The College may charge a reasonable 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. If access to that information cannot be provided, the College will provide written notice explaining the reasons for refusal.

The College will take reasonable steps to ensure that any personal information is accurate, up to date, complete, relevant and not misleading.

Consent and Rights of Access to the Personal Information of Students

Brisbane Christian College respects every parent's right to make decisions concerning their child's education. Generally, any requests for consent and notices in relation to the personal information of a student will be referred to the student's parents/carers. Brisbane Christian College will treat consent given by parents/carers as consent given on behalf of the student, and notice to parents will act as notice given to the student.

As mentioned above, parents/carers may seek access to personal information held by the College about them or their child by contacting the College Principal by telephone or in writing. However, there will be occasions when access is denied. Such occasions may include (but are not limited to):

- where release of the information would have an unreasonable impact on the privacy of others,
- where the College believes the student has capacity to consent and the College is not permitted to disclose the information to the parent/carer without the student's consent, or
- where the release may result in a breach of the College's duty of care to a 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/carers. This would normally be done only when the maturity of the student and/or the student's personal circumstances warrant it.

Enquiries and Complaints

For further information about the way the College manages personal information, contact the College Leadership Team and/or relevant Deputy Head of Campus.

To make a complaint about Brisbane Christian College's breach of the Australian Privacy Principles, refer to the College's Complaint Handling Policy (G-006) and Procedures (G-006.1).

Further information is available from the Office of the Australian Information Commissioner (OAIC) via the OAIC website, www.oaic.gov.au

7. RELATED DOCUMENTS

- Appendix 1 Standard Collection Notice
- Appendix 2 Alumni Association Collection Notice
- Appendix 3 Employment Collection Notice
- Appendix 4 Contractor/Volunteer Collection Notice
- F-002 Statement of Faith
- G-006 Complaints Handling Policy
- G-006.1 Complaints Handling Procedure
- CPP-000 Child Protection Risk Management Strategy
- CPP-001 Child Protection Policy
- ST- 006 Disability Discrimination Policy

APPENDIX 1

Standard Collection Notice

How and Why the School Collects Personal Information

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The College may also collection personal information from third parties such as a previous school attended.
2. The primary purpose of collecting this information is to enable the College to provide schooling to students enrolled at the College, exercise its duty of care, engage in marketing/fundraising and perform necessary associated administrative activities, which will enable students to take part in all the activities of the College.
3. 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.
4. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
5. Health information about students is sensitive information within the terms of the Australian Privacy Principles (**APPs**) under the *Privacy Act 1988*. We may ask you to provide medical reports about students from time to time.
6. A student's enrolment may be delayed or prevented if the College cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
7. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why.

To Whom Does the School Disclose Information

8. The College may disclose personal and sensitive information for educational, legal, administrative, marketing and support purposes. This may include to:
 - other schools and teachers at those schools;
 - government departments (including for policy and funding purposes);
 - medical practitioners;
 - people providing educational, support and health services to the College, including specialist visiting teachers, sports coaches, volunteers, and counsellors;
 - 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 other information technology services to the College;
 - people providing administrative and financial services to the College;
 - anyone you authorise the College to disclose information to; and
 - anyone to whom the College is required or authorised by law, including child protection laws, to disclose the information.
9. Personal information collected from students is regularly disclosed to their parents or guardians.

10. College activities and news (including student achievements) are frequently published in the College's newsletters and magazines, on our College Hub, website or otherwise shared with the College community (current, future and past students, parents and teachers). This may include personal information (including photographs and videos) of students and parents involved in College activities such as academic and sporting events, and achievements, concerts and plays, College camps and College excursions. The College will obtain permissions if we would like to include photographs or views, or other identifying material of students (or parents) in our promotional material or otherwise make this material available to the public such as on the internet.
11. The College may include students' and students' parents' contact details in a class list and College directory.

Overseas Storage and/or Disclosure

12. 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 reside on a cloud service provider's servers which may be situated outside Australia. Further information about the School's use of online or 'cloud' service providers is contained in the College's Privacy Policy.
13. The College may disclose your personal information to overseas recipients in the course of providing our services. Under the Privacy Act, Brisbane Christian College is required to take reasonable steps to ensure that any overseas recipient does not breach the Australian Privacy Principles (APPs). In some cases, the Australian Government may designate certain countries or international frameworks as having substantially similar privacy protections to those in Australia. If a recipient is located in a country that has been officially whitelisted by the Minister, the College may rely on that designation to satisfy our obligations under the Privacy Act. As of the date of this notice, no countries have been formally whitelisted. Therefore, the College continues to assess and ensures that any overseas recipient handles your personal information in accordance with the APPs.

Your Rights and How to Complain

14. The College's Privacy Policy, accessible on the College's website, sets out how parents or students 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, where access may result in a breach of the College's duty of care to a student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
15. The College's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.

Fundraising

16. The College may engage 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.
17. The College will not disclose your personal information to third parties for their own marketing purposes without your consent.

APPENDIX 2

Alumni Association Collection Notice

1. The College may collect personal information about you from time to time. The primary purpose of collecting this information is to enable us to inform you about our activities and the activities of Brisbane Christian College and to keep alumni members informed about other members.
2. We must have the information referred to above to enable us to continue your membership of the Alumni Association.
3. As you know, from time to time we engage in fundraising activities. The information received from you may be used to make an appeal to you. It may also be used by the College to assist in its fundraising activities. If you do not agree to this, please advise us now.
4. The College may publish details about you in our publications and our College website. If you do not agree to this, you must advise us now.
5. The College's Privacy Policy, accessible on the College's website, contains details of how you may seek access to and correction of your personal information which the College has collected and holds, and how you may complain about a breach of the Australian Privacy Principles.
6. 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 email services. 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 reside on a cloud service provider's servers which may be situated outside Australia. Further information about the College's use of on online or 'cloud' service providers is contained in the College's Privacy Policy.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why.

APPENDIX 3

Employment Collection Notice

1. In applying for this position, you will be providing Brisbane Christian College with personal information. We can be contacted at 63 Fairlie Terrace, Salisbury; via email office@brisbanechristiancollege.com.au or phone (07) 3719 3111.
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The College's Privacy Policy, accessible on the College's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your 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. Any refusal will be notified in writing with reasons if appropriate.
4. We will not disclose this information to a third party without your consent unless otherwise permitted.
5. We are required to conduct a criminal record check to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.
6. 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 email services. 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 reside on a cloud service provider's servers which may be situated outside Australia. Further information about the College's use of on online or 'cloud' service providers is contained in the College's Privacy Policy.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why.

APPENDIX 4

Contractor/Volunteer Collection Notice

1. In offering, applying or agreeing to provide services to the College, you will be providing Brisbane Christian College with personal information. We can be contacted at 63 Fairlie Terrace, Salisbury; via email office@brisbanechristiancollege.com.au or phone (07) 3719 3111.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for seven years.
4. The College's Privacy Policy, accessible on the College's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your 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. Any refusal will be notified in writing with reasons if appropriate.
5. We will not disclose this information to a third party without your consent unless otherwise permitted to.
6. We are required to conduct a criminal record check to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.
7. 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 reside on a cloud service provider's servers which may be situated outside Australia. Further information about the College's use of online or 'cloud' service providers is contained in the College's Privacy Policy.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why.