

Canterbury College Privacy Policy

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1. Purpose and Objectives

The aims of this Policy are to:

- a) ensure Canterbury College complies with its obligations under the relevant privacy and confidentiality legislation, including the *Privacy Act 1988 (Cth)* (Privacy Act), and the Australian Privacy Principles (APPs);
- b) outline how Canterbury College manages and secures personal information in its control;
- c) describe the kinds of personal information that Canterbury College collects and for what purposes, as well as how that information is collected, held, used, and disclosed;
- d) advise how to request and / or update information under this Policy;
- e) set out who to contact to address privacy concerns
- f) Establish procedures to manage data breaches and privacy breaches
- g) Ensure that the safety rights and best interests of students are the paramount consideration in all College operations and is supported by our protection of their information and privacy.

2. Definitions, Terms, Acronyms

Canterbury College / the College	Canterbury College Ltd or any controlled entities of Canterbury College Ltd including the early childhood education services (ELC and OSHC)
Employee	'an individual who works for or has previously worked for Canterbury College in return for compensation, typically defined by an employment contract, which outlines the duties, responsibilities, and rights of both parties.
Employee Record	As defined in the Act.
Student	Includes prospective, current or past students enrolled at the Canterbury College
Personal Information	Information or an opinion, whether true or not, and whether recorded in material form or not, about an identified individual or an individual whose identity is reasonably apparent, or can be determined, from the relevant information or opinion. This includes records in paper or electronic format.
Sensitive Information	A type of personal information. It includes information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preference or practice, or criminal record. Sensitive information also includes biometric information that is used for the purpose of automated biometric verification, biometric identification or biometric templates.
Health Information	A subset of sensitive information. It is information or an opinion about the health (physical and psychological) or disability of an individual and information collected to provide, or in providing a health service.

Parent	Any person with parental responsibility, legal guardianship or authorised carer status.
Use	To handle or conduct an activity with personal information within the College's control.
Disclose	To share personal information with another person or organisation outside the College.
Serious Harm	Serious harm means: • Serious financial loss • Identity theft risk • Serious psychological or emotional harm • Harm to reputation • Discrimination or harassment risk • Physical harm or safety risk

3. Policy Scope/Coverage

This Policy applies to board members, employees, job applicants, contractors, prospective, current and past students as well as their parents. The scope extends to further cover donors, sponsors, volunteers, and any other person whose personal information is collected by or provided to Canterbury College due to their interaction with the College.

Employee records are handled in accordance with applicable employment and privacy laws and may be exempt from certain APP requirements where the exemption applies.

4. Policy Statement

Canterbury College deals with personal information on a daily basis in order to exercise its educational function and activities, and to fulfil its relevant duties and obligations required. Due to the confidential nature of personal information and the consequences flowing from inappropriate use of such information, Canterbury College is committed to protecting the personal information it collects, uses, stores and discloses in line with the Privacy Act.

4.1. Types of personal information that we collect and hold

The College is required to collect certain information to fulfill its functions and meet its obligations.

The College may collect the following personal information during, before or after engagement / enrolment:

- a) **For Students:** - Name, date of birth, address, gender, language background, religion - Emergency contact details and authorised collection persons - Health information (allergies, disabilities, immunisation records, medical reports) - Developmental records, incident reports, behavioural notes - Custodial arrangements, parenting orders, court orders - CCS information (for ELC/OSHC services) - Dietary requirements, photos and videos - College attendance and academic records (for College students)
- b) **For Parents/Carers:** - Full name, address, phone and email - Bank account or credit card details (for fees/payments) - Centrelink Customer Reference Number (CRN) -

Custody arrangements, parental agreements - Employment and income information (where relevant)

- c) **For Staff, Volunteers and Contractors:** - Personal details, tax information, banking details - Employment contracts, emergency contact details - Medical details, professional development history - Working with Children Check verification - Qualifications, First Aid and CPR certificates - Superannuation details, salary information - Background checks and criminal record checks
- d) **Job Applicants:** - Personal details, qualifications and professional registration, employment history and reference checks, background checks including findings regarding reportable conduct, interview notes and assessment results (if relevant)

4.2. Collecting your information

As a general principle, the College will not mandate that you provide your or your child's personal information. However; if you choose not to provide the College with the requested information the College's may not be able to provide or continue to provide you with the services or engagement you require, or proceed with an employment offer.

4.2.1. Collecting personal information

The College will collect personal information directly from the individual whenever possible and reasonable. Where information is collected from third parties, the College will take reasonable steps to notify the individual and explain the circumstances.

The College may collect your personal information through:

- i. Job applications
- ii. Enrolment and registration forms via Funnel
- iii. Direct communication with individuals (face-to-face, phone, email)
- iv. Third parties with consent (medical professionals, other Colleges / services, government agencies, recruitment agencies)
- v. Publicly available sources where lawful and appropriate
- vi. Online portals, apps and learning management systems
- vii. Surveillance systems (CCTV) where installed and disclosed
- viii. Artificial intelligence. Where artificial intelligence tools are used, the College will assess privacy, security and contractual risks before implementation and take reasonable steps to ensure personal information is protected in accordance with the Privacy Act and College policies.

4.2.2. Students and parents/carers

In relation to the personal information of students and their parents / carers, the College's primary purpose of collection is to enable the College to provide education, including support services, 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.

The purposes for which the College uses the personal information of students and parents/ carers include:

- a. to communicate matters relating to the Student's education to their parents/carers via written correspondence and online publications;
- b. the day-to-day administration of the College;
- c. looking after students' educational, social, psychological and medical wellbeing;
- d. to monitor adherence to other College policies;
- e. to satisfy the College's legal obligations to discharge its duty of care;
- f. to satisfy the College service providers' legal obligations;
- g. to stay in touch and facilitate contact between present and past cohorts.

4.2.3. Job applications and contractors

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

The purposes for which the College uses the personal information obtained includes:

- a. administering the individual's employment contract;
- b. for Insurance purpose;
- c. satisfying the College's legal obligations, for example in relation to child protection

4.2.4. Volunteers

The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities. The purpose for which the College uses the personal information of volunteers includes:

- a. Enabling the College to manage the engagement process of volunteers;
- b. For insurance purposes;
- c. Satisfying the College's legal obligations for example, in relation to child protection;
- d. To confirm the suitability and to manage visits.

4.2.5. Collecting personal information from other sources

Sometimes the College may collect personal information about you or your child from other sources where it is necessary to do so. This may happen where:

- a. you have consented to the collection of the information from someone else;
- b. The College is required or authorised by law to collect the information from someone else; or
- c. it is unreasonable or impracticable to collect the information from you personally.
- d. Examples of other sources that the College may collect personal information from include, but are not limited to:

- i. accessing information that is publicly available;
- ii. authorised representatives, including any person who has authority to act on your behalf;
- iii. your business partners or related entities;
- iv. your family members, medical advisors, current and former employers;
- v. regulatory authorities;
- vi. professional advisers;
- vii. insurance companies;
- viii. banks and financial institutions;
- ix. Work Cover;
- x. Medicare, Centrelink, Australian Tax Office; and
- xi. government departments and government agencies.

4.2.6. Unsolicited personal information

Where Canterbury College is provided with personal information without having sought it, Canterbury College will destroy the information or de-identify the information provided it is lawful and reasonable to do so unless:

- a. The College could have collected the personal information; and
- b. the information is contained in a Commonwealth record.

4.2.7. Notification of collection of personal information

When the College receives personal information directly from a third party, it will take reasonable steps to notify you of the collection and the circumstances that surround the collection. Sometimes:

- the College will collect your personal information from third parties; or
- you may not be aware that the College has collected your personal information.

The College will notify individuals of collection from third parties within a reasonable timeframe, except where:

- Notification is impracticable or would be unreasonably burdensome
- The law prevents notification
- A court order prohibits notification
- Notification would prejudice the College's duty of care or student safety

4.3. Protecting Personal Information

4.3.1. Storing personal information

- a. Canterbury College stores your personal information in a variety of formats, including in physical and electronic forms.

- b. Canterbury College treats all personal information as confidential. As such the College takes all reasonable steps to ensure personal information is protected from:
- misuse, interference, and loss; and
 - unauthorised access, modification, and disclosure.

4.3.2. How we store your information

Some of the ways Canterbury College takes reasonably practicable measure to securely store your information are:

- a. imposing confidentiality obligations for staff with access to personal information;
- b. maintaining document storage facilities on premises and offsite;
- c. training staff on their obligations with respect to personal information;
- d. implementing policies and procedures regarding the access and appropriate use of personal information;
- e. ensuring secure databases and applications at the premises and offsite, including those accessed via the internet;
- f. ensuring security measures for access to systems;
- g. ensuring control of access to premises.

4.3.3. What happens if we no longer need your personal information

If Canterbury College no longer needs your personal information for any purpose, the College will take reasonable steps to destroy or permanently de-identify the information, unless:

- a. the information is contained in a Commonwealth record; or
- b. we are required by law, or a court/tribunal order, to retain the information.

4.3.4. Quality of information and security

The College endeavours to ensure that the personal information it holds is accurate, complete and up to date. The College will take all reasonable steps to:

- a. protect personal information from misuse, interference, loss, unauthorised access, modification or unauthorised disclosure; and
- b. destroy or de-identify information that is no longer needed.

4.4. Use and disclosure of information

4.4.1. Use and disclosure of personal information

Canterbury College will not use or disclose personal information we hold about you that was collected for a particular purpose unless:

- a. you have consented to the use or disclosure of the information for another purpose;
- b. it becomes necessary to lessen or prevent a serious threat to life, health or safety; or
- c. the use or disclosure is otherwise permitted under the Privacy Act (e.g. you would reasonably expect us to use or disclose the information for another purpose or the use or disclosure of the information is required or authorised by law or a court/tribunal order).

4.4.2. Disclosure internally to the College

Personal information may be shared internally between staff, contractors, service areas and other authorised personnel where reasonably necessary to support the College's educational, pastoral care, welfare, child safety, operational, legal, compliance, safety or administrative functions. Internal sharing is subject to role-based access controls and the principle of least privilege.

All College staff sign a Code of Conduct at the beginning of the tenure. Confidentiality is included in every position description.

4.4.3. Disclosure to third parties

Sometimes the College may disclose personal information about you to third parties. Examples of third parties that it may disclose your personal information to include, but are not limited to:

- a. Other Colleges and teachers
- b. Government departments and regulatory authorities
- c. Child Protection agencies and authorities (where required by law)
- d. Medical practitioners and health professionals
- e. Education support services, counsellors and specialists
- f. Assessment and educational authorities (ACARA, QCAA, NAPLAN)
- g. Service providers for CCS or other government schemes
- h. Third party providers of software, systems and cloud storage
- i. Administrative and financial service providers
- j. Insurance providers and auditors
- k. Anyone the individual authorises us to disclose to
- l. Anyone we are required by law to disclose to

4.4.4. Overseas recipients

Canterbury College may need to disclose your personal information to recipients outside Australia in limited circumstances. This would include the use of technology providers where we store personal information, and which are situated outside of Australia and could include jurisdictions such as Singapore, Hong Kong, Canada, the United Kingdom and the United States of America. Canterbury College completes a due diligence process before onboarding systems to identify the server locations. The College aims to use vendors with domestic servers.

The College will not send personal information overseas without:

- (1) obtaining consent (which may be implied in some cases), or
- (2) otherwise complying with the Australian Privacy Principles.

Examples of cloud services used throughout the College is Microsoft 365 including but not limited to TEAMS, Microsoft Outlook and TaSS.

4.4.5. Disclosures

Where your personal information is disclosed, the College will:

- a. take reasonable steps to ensure the recipient does not breach the APPs, unless an exception in the Privacy Act applies; and
- b. seek to ensure that information is used, held, and disclosed consistently with the Privacy Act and any other applicable laws.

5. Digital Technologies and Safe Use of Devices

The College complies with all applicable legislative and regulatory requirements relating to taking, using, storing, sharing and destroying images or videos of children. Key principles include:

- Images and videos are only taken on College-issued or supplied devices
- Personal electronic devices (phones, meta glasses, smartwatches) are not used to record children
- All images and videos are stored and secured using password protection
- College social media accounts and sharing of images on these platforms are restricted to approved personnel only
- Images and videos are not stored or transferred to personal devices
- Written authorisation is obtained before photographing or videoing children (annually in Early Learning Services, at enrolment for Prep -12)

Canterbury College recognises that personal information about students, families, and staff may be intentionally disclosed or misused through social media, messaging platforms, or other means. This includes practices commonly referred to as 'doxxing' (publishing personal information to enable harassment or harm) or revenge porn.

To protect the College community:

- Families and students are prohibited from publishing or sharing personal information about other students, families, or staff without consent
- This includes names, contact details, photographs, medical information, behavioural records, or any identifying information
- The College will take prompt action to address breaches, including notification to platforms, investigation, and disciplinary measures
- Staff will document incidents and work with families to remove published information
- The College will provide support to affected individuals
- Serious breaches may be reported to police or eSafety Commissioner

5.1. Automated Decisions

The College may use AI systems to assist with learning analytics, student support identification, and administrative tasks.

The College does not make final decisions about students using AI alone. All AI-generated content must be reviewed and approved by staff before use. Humans always make final decisions.

When AI assists in decision-making:

- Staff retain full responsibility for accuracy and compliance
- Parents will be informed if AI was used to inform decisions about their child
- Students and families may ask how AI was involved in decisions affecting them

The College does not use biometric automated processing.

5.2. Ongoing Monitoring

5.2.1. Direct marketing and Fundraising

Canterbury College may use or disclose your personal information (excluding sensitive information) for direct marketing or fundraising purposes, including but not limited to, providing you with information about changes in its services, products and / or events that may interest you.

5.2.2. Sensitive information

The College will not use or disclose your sensitive information for any purpose of direct marketing or fundraising unless you have consented to the information being used or disclosed for.

5.2.3. Method of direct marketing

The College may conduct direct marketing via email, telephone, post, in person, our College portal or any other electronic means.

You may opt out at any time via the opt-out mechanism contained in our correspondence, or by contacting our Privacy Officer and we will process your request within a reasonable time.

5.3. Quality of personal information

Canterbury College will take reasonable steps to ensure that any personal information it collects, uses, or discloses is accurate, complete, up to date, and relevant to its functions and activities.

If you believe that your personal information is not accurate, complete or up to date, please contact the Privacy Officer.

5.4. Confidentiality Obligations

Staff, volunteers, contractors and authorised personnel are required to comply with the College's confidentiality, privacy and information security requirements.

5.5. Access to personal information

5.5.1. Requesting access

Individuals have the right to access and request correction of their personal information held by the College. You may at any time request access to personal information the College holds about you. The College will give you access to that information, unless an exception in the Privacy Act applies.

Requests for access or correction should be made in writing to the nominated Privacy Officer.

5.5.2. Dealing with access requests

Canterbury College will respond to a request for access within 30 days), and give you access in the manner you request, if it is reasonable and practicable to do so.

The College may need to verify your identity before it gives you access to your personal information.

5.5.3. Refusal to give access

If the College refuses to give you access, it will:

- a. take reasonable steps to give you access in a manner that meets its needs as well as yours; and
- b. provide you with the reasons for our decision as required by the Privacy Act.

5.6. Correcting personal information

5.6.1. Requesting correction

If you think that any personal information that the College holds about you is incorrect, inaccurate, out of date, incomplete, irrelevant, or misleading you may request the College to correct the information by contacting the Privacy Officer.

5.6.2. Correcting information

Canterbury College will take reasonable steps to correct that information.

5.6.3. Dealing with correction request

- a. The College will respond to a correction request within 30 days;
- b. The College may need to verify your identity before it corrects your personal information.

5.6.4. Notification of correction to third parties

If the College corrects your personal information that it has previously disclosed to another entity, and you ask the College to tell the other entity about the correction, it

will take reasonable steps to tell the other entity about the correction, unless it is impractical or unlawful to do so.

5.6.5. Refusal to correct information

If the College refuses to correct the personal information, it will provide you with the reasons for our decision as required by the Privacy Act.

6. Data Breaches and Notifiable Events

6.1. Definition of Data Breach

An 'eligible data breach' occurs if:

- There is unauthorised access, disclosure or loss of personal information held by the College
- A reasonable person would conclude there is a likelihood of serious harm to any affected individual

Serious harm may include serious physical, psychological, emotional, economic or financial harm, or serious harm to reputation.

6.2. Response to Data Breach

Where the College suspects an eligible data breach has occurred:

- A reasonable and expeditious assessment will be undertaken within 30 days
- Internal security procedures will be reviewed
- Remedial action will be taken to prevent further breach
- If serious harm is likely, affected individuals will be notified
- A statement will be lodged with the Office of the Australian Information Commissioner (OAIC)
- If individuals cannot be notified, a statement will be published on the College's website

6.3. Exception to Notification

An exception to notification occurs if immediate remedial action is taken such that:

- There is no unauthorised access or disclosure of the information
- There is no serious harm to affected individuals

6.4. Retention of information

Personal information is retained only for as long as necessary to fulfill the purposes for which it was collected, or as required by law. Once no longer needed, the College will ensure that information is securely destroyed or anonymised. Retention periods are determined in accordance with the Canterbury College Data Retention Framework and applicable legislative requirements.

6.5. Anonymity

You may remain anonymous or to use a pseudonym when dealing with the College where it is lawful and practical to do so. This may include when making an enquiry, complaint or providing feedback; however, this will prevent the College from responding to you directly.

6.6. Government related identifiers

In certain circumstances the College may be required to collect government-related identifiers such as your tax file number, Medicare number, Centrelink reference number, drivers licence number, passport number, and individual healthcare identifiers.

Canterbury College will not use or disclose this information unless the use or disclosure is permitted under the Privacy Act.

6.7. Complaints about personal information

6.7.1. Complaints

- a. If you have any issues about the way the College handles your personal information after reading this policy, become aware of a potential breach of privacy, or wish to make a complaint, please contact our Privacy Officer who will acknowledge receipt of your complaint within five business days.
- b. Complaints can be made in writing or orally to:

Privacy Officer: Privacy Officer (or delegate nominated by the College)
Risk and Compliance Coordinator

Telephone: 0732 990 825

Mail: PO Box 616, Beenleigh, Queensland, 4207, Australia

Email: complimanager@cc.qld.edu.au

6.7.2. External complaint mechanism

- a. If you are not happy with the outcome of the Privacy Officer's investigation or we have not replied to you within a reasonable time, then you can raise your concern with the Office of the Australian Information Commissioner (OAIC).
- b. Complaints can be made to OAIC in the following ways:

Office of the Australian Information Commissioner

Telephone: 1300 363 992

Email: enquiries@oaic.com.au

Mail: Office of the Australian Information Commissioner
GPO Box 5218 Sydney NSW 2001

Online: <https://www.oaic.gov.au/privacy/privacy-complaints/lodge-a-privacy-complaint-with-us/>

7. Review

This policy and its associated procedures, quick reference guides and protocols will be reviewed every two years. Canterbury College, however, reserves the right to review this policy at any time.

Version Number:	V 1.02026
Policy Library:	Corporate
Responsible Officer	Principal
Approval Authority:	Board
Last Approval Date:	17 September 2026
Review Date:	17 September 2028
Related Policies/Procedures:	ASC Code of Conduct, Child Safe Anglican Education Policy ASC Procedures: Child Safe Responses ASC Procedures: Child Safe Operations Acceptable Use of Technology Policy Complaints Management Policy Canterbury College Data Retention Framework
Acknowledgements:	Privacy Act 1988 (Cth) Fair Work Act 2009 Working with Children (Risk Management and Screening) Act 2000 Child Safe Colleges 2024 (QLD) Education (Queensland College of Teachers) Act 2005.

8. Annexure A

Policy Map for Early Learning Services

Version Number:	v1.02026
Policy Library:	Early Learning Services - OSHC
Responsible Officer	Director of Business and Finance
Approval Authority:	Approved Provider
Last Approval Date:	17 September 2026
Review Date:	17 September 2028
Related Policies/Procedures:	Enrolment contract ECS Child Safe Plan Acceptable Use of Technology Policy ASC Child Safe Anglican Education Policy Data Retention Framework Safe Use of Devices and Technology Policy
Acknowledgements:	Privacy Act 1988 (Cth) Fair Work Act 2009 (Cth) Child Safe Organisation 2024 (Qld.)
Link to National Law:	S2 - Paramount consideration S 167 – Offence relating to protection of children from harm and hazards Part 6A – Devices in education and care service. S168 – Education and Care Services must have policies and procedures S 170 – Policies and procedures to be followed

	S 171 – Policies and procedures to be kept available S 173 0 Notification of change to policies or procedures S 177 – Prescribed enrolment and other documents to be kept by Approved Provider
Link to National Regulations:	R.90 Medical conditions policy R.92 Medication record R.158 Children's attendance record to be kept by approved provider R.160 Child enrolment records to be kept by approved provider and family day care educator R.161 Authorisations to be kept in enrolment record R.162 Health information to be kept in enrolment record R.168 Education and care service must have policies and procedures R.181 Confidentiality of records kept by approved provider R.183 Storage of records and other documents
Links to the National Quality Standard:	7.1 - Governance - Governance supports the operation of a quality service that is child safe 7.1.1 - Service philosophy and purposes - A statement of philosophy guides all aspects of the service's operations. 7.1.2 - Management Systems - Systems are in place to manage risk and enable the effective management and operation of a quality service. 7.1.3 - Roles and Responsibilities - Roles and responsibilities are clearly defined and understood and support effective decision-making and operation of the service. 7.2 - Leadership -Effective leadership builds and promotes a positive Collegial culture and professional learning community.
Link to Queensland Child Safety Standards:	Standard 1 – Leadership and Culture Standard 6 Complaints management. Standard 8 – Physical and online environments Standard 10 – Policy and Procedures
Resources:	Australian Children's Education & Care Quality Authority. (2026). Guide to the National Quality Framework Australian Children's Education & Care Quality Authority. (2024). National Model Code for Early Childhood Education and Care. Australian Government Department of Education. Child Care Provider Handbook (2025) https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook Australian Government Office of the Australian Information Commission – Australian Privacy Principles: https://www.oaic.gov.au/privacy-law/privacy-act/australian-privacy-principles Early Childhood Australia. (2016). Code of Ethics. Education and Care Services National Law Act 2010 Education and Care Services National Regulations 2011 Privacy Act 1988. UN General Assembly (1989) - United Nations Convention of the Rights of a child

9. Appendices

Appendix 1 – Standard Collection Notice

Appendix 2 - Employment Collection Notice

Appendix 3 – Contractor Collection Notice

APPENDIX 1

Standard Collection Notice

1. 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. This may be in writing or during conversations. The primary purpose of collecting this information is to enable the College to provide education 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.
2. 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.
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. 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.
5. The College may disclose personal and sensitive information for educational, legal, administrative, marketing and support purposes. This may include to:
 - a. other Colleges and teachers at those Colleges;
 - b. government departments (including for policy and funding purposes);
 - c. Anglican Schools Commission;
 - d. medical practitioners;
 - e. people providing educational, support and health services to the College, including specialist visiting teachers, [sports] coaches, volunteers, and counsellors;
 - f. providers of learning and assessment tools;
 - g. 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);
 - h. people providing administrative and financial services to the College;
 - i. anyone you authorise the College to disclose information to; and
 - j. anyone to whom the College is required or authorised by law, including child protection laws, to disclose the information.
6. Personal information collected from students is regularly disclosed to their parents or carers.
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 server which may be situated outside Australia.
8. The College's Privacy Policy, accessible on the College's website, sets out how parents or carers 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.
9. The College's Privacy Policy also sets out how parents or carers and students can make a complaint about a breach of the APPs and how the complaint will be handled.

10. The College may engage in fundraising activities. Information received from you may be used to make an appeal to you. 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 College newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, College camps and College excursions. The College will obtain permissions annually from the student's parent or carer (and from the student if appropriate) if we would like to include such photographs or videos or other identifying material in our promotional material or otherwise make this material available to the public such as on the internet.
12. We may include students' and students' parents' contact details in a class list and College directory.
13. 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 College and why.

APPENDIX 2

Employment Collection Notice

1. In applying for this position, you will be providing Canterbury College with personal information. We can be contacted at:
 - a. +61 7 3299 0888,
 - b. people@canterbury.qld.edu.au
 - c. 182 Old Logan Village Road Waterford QLD 4133 AUS
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 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 or to support vendors that provide services around our recruiting and staff administration systems.
5. We may conduct a criminal record check collect information as well as collect personal information about you in accordance with our Child Protection duties.
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 server which may be situated outside Australia.
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

Contractor Collection Notice

1. In offering, applying or agreeing to provide services to the College, you will be providing Canterbury College with personal information. We can be contacted at:
 - a. +61 7 3299 0888,
 - b. contractor@canterbury.qld.edu.au
 - c. 182 Old Logan Village Road Waterford QLD 4133 AUS
2. If you provide us with personal information, for example your name and address or information contained on your risk management documents, we will collect the information to assess your application..
3. If you provide personal information (such as name, address, phone numbers), we will collect it to assess your suitability for providing services.
4. The College's Privacy Policy, available on the College's website, explains how you can complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information. Access may be refused in certain circumstances. Any refusal will include written reasons.
5. We will not disclose this information to third parties without your consent, unless required by law or for legitimate business purposes. We may disclose information to support vendors providing services around administration systems.
6. We may be required to conduct criminal record checks and collect information regarding child protection matters. We may also collect other personal information in accordance with child protection legislation.
7. The College may use cloud service providers to store personal information and provide services such as email. This information may reside on servers outside Australia. Further information is in the College's Privacy Policy.
8. If you provide personal information of others, we encourage you to inform them that you are disclosing their information to the College and why.
9. By contracting with the College, you acknowledge your commitment to maintain confidentiality of personal information and comply with the College's privacy and child safe policies.