



Avila College

ALUMNAE COLLECTION OF INFORMATION NOTICE

Title	Alumnae Collection of Information Notice
Date	June 2016
Author	Principal People and Culture
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1. Avila College may collect personal information about alumnae from time to time. The primary purpose of collecting this information is to enable us to inform alumnae about the activities of Avila College and to keep alumnae members informed about other members.
2. We must have the information referred to above, to enable us to continue to include you as part of the Avila College Alumnae.
3. Fundraising and marketing activities help to ensure the future growth of the College and provide a quality learning environment for students. Personal information held by the College may be passed onto organisations that assist with fundraising campaigns. Please contact the College in writing if you would prefer not to receive fundraising requests.
4. Avila College may publish details about you in College publications and on the website. If you would prefer not to have this information about you included please contact the College in writing.
5. Avila College's Privacy Policy is available on our website www.avilacollege.vic.edu.au under the "Our College – Policies" section and it contains details of how alumnae may seek access to personal information collected about you or how alumnae may raise a concern about a breach of the Australian Privacy Principles.
6. Avila College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If alumnae provide personal information to Avila College about other people, they are encouraged to inform them of the above matters.

VERSION HISTORY

Version	Date Issued	(Minor, Major Change)
June 2016	1 June 2016	Minor
July 2018	16 July 2018	Minor

Policy approved by the Principal	
Next Review Date	April 2019
People Responsible	Principal People and Culture