



# Avila College

## ALUMNAE COLLECTION OF INFORMATION NOTICE

<b>Title</b>	Alumnae Collection of Information Notice
<b>Date</b>	June 2016
<b>Author</b>	Catholic Education Commission Victoria Ltd (CECV)
<b>Version Status</b>	HR0116P
<b>Document Location</b>	College Website, SIMON Intranet

1. Avila College (the College) may collect personal information about College Alumnae (alumnae) from time to time. The primary purpose of collecting this information is to enable us to inform alumnae about the activities of the 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 alumnae.
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 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. The College's Privacy Policy contains details on how you may seek access to and correction of personal information collected about you or how you may complain about a breach of Australian Privacy Principles (AAPs). An access or correction refusal will be notified to you in writing and reasons given if appropriate.
6. The College may use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the cloud. These servers may be located in or outside Australia.
7. The College may from time to time use the services of a third-party online service providers (including for the delivery of third-party online applications, or Apps relating to email and instant messaging, such as Google's G Suite, including Gmail) which may be accessible by you. Some personal information may be collected and processed or stored by these providers in connection with these services. These online service providers may be located in or outside Australia.

8. The College makes reasonable efforts to be satisfied about the security of any personal information that may be collected, processed and stored outside Australia in connection with these third-party services and will endeavor to ensure the cloud is located in countries with substantially similar protections as the APPs.

*[the College's Privacy Policy contains further information about its use of cloud and other third-party service providers and any of their overseas locations].*

9. Where personal, including sensitive, information is held by a cloud service provider on behalf of Catholic Education Commission of Victoria Ltd (CECV) for educational and administrative purposes, this information may be stored on servers located within or outside Australia. This includes the Integrated Catholic OnLine Network (ICON).
10. If alumnae provide personal information to the College of others, we encourage you to inform them that you are disclosing that information to the College and why. Also, that they can request access to and correction of that information if they wish, and to refer them to the College's Privacy Policy for further details about such requests and how the College otherwise handles personal information it collects.

## VERSION HISTORY

Version	Date Issued	(Minor, Major Change)
June 2016	June 2016	New
July 2018	July 2018	Minor
June 2019	July 2019	Minor
May 2020	May 2020	Minor

Policy approved by the Principal and ratified by the Executive Team	
<b>Next Review Date</b>	June 2021
<b>Person/s Responsible</b>	Principal Director of People and Culture
<b>Related Documents</b>	Privacy Policy Collection of Information Notice Employment Collection of Information Notice Students Disclosure Statement for Counselling Media and Marketing Consent Form Breach of Privacy Concern Form Contractor/Volunteer Collection of Information Notice
<b>References</b>	