

# Volunteer Collection Notice

This notice (along with our Privacy Statement, accessible via BCE's website, explains how the School handles the personal information of volunteers, applicants for volunteering roles or expression of interests for volunteer opportunities at the School or BCE office (**you**). References to the School (and **we, us, our**) include Brisbane Catholic Education (BCE) and the BCE Office (**BCEO**).

## 1. Purpose of collection

The School collects your personal information before and during your engagement with the School.

The main purposes of collecting this information are to review your application and/or expression of interest to provide services to the School as a volunteer and/or to facilitate any volunteering opportunities that may be made available to you.

If we cannot collect some of your personal information and use it in the ways described in this notice, this may limit our ability to review your application/expression of interest or permit you to volunteer with us.

If you provide us 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 BCE and why. They should also be informed that they can access that information if they wish and of the contents of this notice generally.

## 2. What kinds of personal information do we collect and hold?

The School will collect personal information that is reasonably necessary for its functions or activities. This may include information that the School requires to satisfy the School's legal obligations and duty of care, including under relevant education, public health and child protection laws.

If you are applying or expressing an interest in a volunteer role or opportunity at the School, personal information likely to be collected by us includes, but is not limited to:

- your name;
- company name and/or ABN;
- phone number and email address;
- date of birth and age;
- blue card details, including name (as appears on blue card), number and expiry date
- contact details of next of kin;
- emergency contact numbers including doctor;
- residency status/visa status;
- your resume and/or a summary of your background, qualifications, education and experience; and
- personal references.

If your volunteer application is unsuccessful or there are no opportunities available at the time of your expression of interest, the School may still store your personal information. We may do so to consider you for future volunteering opportunities as they arise, or for other reasons considered reasonably necessary for our functions or activities. Our retention of this personal information is covered by the *Privacy Act 1988* (Cth) (**the Act**) and our Privacy Statement which can be reviewed at BCE's website.

We collect your personal information directly from you (including from your application or expression of interest), as well as from other sources (such as your personal referees and others). If you provide us with the personal information of others (e.g., referees), we encourage you to inform them that you are disclosing that information to the School and why.

We may be required to conduct a criminal record check and collect information regarding whether you are or have been the subject of a Domestic and Family Violence Protection Order or certain criminal offences under child protection laws.

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## 3. Sensitive information

Generally, we only collect sensitive information (that is, information about your religion, racial or ethnic origin, political opinions, criminal record, sexual orientation, health information and biometric information) if it is related to your volunteer role and with your consent, or if it is otherwise required by law. For example, we will collect information about your criminal record if you have one, or we may collect health information about you or ask for your vaccination status for the purposes of assessing and managing risks or legal requirements.

## 4. To Whom Does the School Disclose Information

We may disclose your personal and sensitive information for administrative purposes, and for other purposes contemplated in this Notice. This may include to:

- personnel within BCEO;
- other BCE schools;
- government departments (including for policy and funding purposes);
- medical practitioners;
- the School's Archdiocese and the parish and other related church agencies/entities;
- people providing educational, support and health services to the School, including specialist visiting teachers and consultants, specialist advisors, sports coaches, other volunteers, and counsellors;
- organisations that assist us with fundraising (see paragraph 6 below);
- the third-party providers of our information management and storage systems (for the purpose of the providers providing services to the School in connection with the systems);
- other third parties and service providers (some of whom may be located overseas) such as those providing information technology, administrative, financial and other services to the School for example invoice and supplier management (see paragraph 5 below);
- anyone to whom BCE is required or authorised to disclose the information to by law, including child protection laws, or to discharge a duty of care; and
- entities for other purposes as set out in BCE's Privacy Statement or that you authorise BCE to disclose information to.

School activities and news are frequently published in the school's journals, newsletters and magazines, on our app BCE Connect, on our intranet and school social media accounts or otherwise shared with the school community (current, future and past students, parents and teachers). This may include personal information (including photographs and videos) of volunteers involved in School activities. The School will obtain your prior permission if we would like to include photographs or videos of you in our promotional material or otherwise make this material available to the public such as on the internet.

## 5. Storage and/or Disclosure

Your personal information will be stored and disposed of in accordance with BCE's Privacy Statement.

The School may disclose personal information to overseas recipients in certain circumstances, for instance, to service providers who may be located overseas.

The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and personnel/contractor management, or other software and service providers. Some limited personal information may be provided to these service providers to enable them to authenticate users that access their services and provide technical support. 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 an online or 'cloud' services provider is contained in the School's Privacy Statement.

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## 6. Fundraising

BCE Schools may engage in fundraising activities. Your personal information may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school'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.

## 7. Your Rights and How to Make a Complaint

The School's Privacy Statement, accessible on the School's website, contains details of how you may seek access to and correction of your personal information which the School holds, as well as how you can make a privacy complaint and how we will handle the complaint.

## 8. Update

This notice was last updated in January 2025. This notice does not form part of any contract between you and us and does not impose any binding obligations on us. We may vary this notice from time to time.