

STANDARD PERSONAL INFORMATION COLLECTION NOTICE (Volunteers)

1. In order to assess your application to provide services to **Citipointe Christian College** and **Citipointe Christian College International** (henceforth also known as “the College”) and to administer our ongoing relationship with you, the College collects your personal information. If we cannot collect some of your personal information, we may be limited in our ability to assess your application or to permit you to continue providing services to us.
2. We collect your personal information directly from you (including from your resume), as well as from other sources (such as the results of criminal background and working with children checks).
3. We will not disclose your personal information to a third party without your consent unless otherwise permitted. Meaning, the College will keep your personal information confidential unless there are specific circumstances or legal provisions that allow us to share it with a third party.
4. We may disclose your personal information to support vendors that provide services around administration systems.
5. College activities and news (including student achievements) are frequently published in the College’s journals, newsletters and magazines, on Citipointe Central 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 volunteers involved in College activities. If you wish to withdraw any consent for this, please email the College at mail@citipointe.qld.edu.au . In the subject line type **ATTN: Marketing Manager – Information Sharing Consent**. Once consent is withdrawn, the College will not make any new publications (as applicable to the withdrawn consent e.g., new posts to public social media pages) that include your personal information.
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 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 server 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.
7. The College Privacy Policy, accessible on the College website, contains details of how you may seek access to and correction of your personal information which the College holds, as well as how you can make a privacy complaint and how we will handle the complaint.