



VOLUNTEER COLLECTION NOTICE

1. In volunteering to provide services to the School, you will be providing The Glennie School with personal information. We can be contacted via email: HR@glennie.qld.edu.au or enquiries@glennie.qld.edu.au.
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 in order to assess your application. We may also make notes and prepare a confidential report in respect of your application. We may keep this information on file if your application is unsuccessful for 12 months in case another position becomes available.
3. The School's Privacy Policy(<http://privacy.glennie.school>) contains details of how you may complain about a breach of the Australian Privacy Principles or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. We will not disclose your personal information to a third party without your consent unless as reasonably required to ensure the proper administration of the School including our statutory reporting obligations.
5. We are required to submit your details to the Corporation of the Synod of the Diocese of Brisbane for the purposes of conducting a child safety record check against the Anglican National Register under the Diocese's Procedures Manual for the Protection from Harm of Students in Anglican Colleges as part the Diocese's compliance with Child Protection laws. We may also collect personal information about you in accordance with these laws.
6. The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services.
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 School and why, that they can access the information if they wish and that the School does not usually disclose the information to third parties.