



Presbyterian Ladies' College

M E L B O U R N E

PRIVACY COLLECTION NOTICE

Volunteers

Presbyterian Ladies' College (PLC or the College) collects personal information about volunteers who assist with College programs, events and activities. The Privacy Act 1988 (Cth) applies to the collection and handling of your personal information in full — unlike employees, volunteers are not subject to the employee records exemption.

What we collect

We collect personal, sensitive and health information, which may include:

- Names, addresses and contact details
- Working With Children Check (WWCC) information
- Identity and background check information
- Qualifications and experience relevant to the volunteer role
- Emergency contact details
- Health information relevant to your participation in College activities

Why we collect it

The primary purposes for collection are to:

- Assess suitability and manage your involvement as a volunteer
- Verify your suitability to work or interact with children and comply with child safety obligations under the Workers Screening Act 2020 (Vic) and Ministerial Order 1359
- Communicate with you about volunteer activities and College matters
- Manage safety and operational requirements during your time at the College

This collection is required or authorised by law, including:

- Privacy Act 1988 (Cth) and the Australian Privacy Principles
- Health Records Act 2001 (Vic)
- Workers Screening Act 2020 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)

If you do not provide the information

If we are unable to collect information that is reasonably necessary, we may be unable to engage you as a volunteer or allow you to participate in certain College activities, particularly those involving direct contact with students.

Who we may share it with

We may disclose personal information to:

- Working With Children Check administrators
- Government and regulatory bodies as required by law
- College staff with a legitimate need in relation to the volunteer activity
- College Council members, where required for governance and administrative purposes
- Anyone to whom we are required or authorised to disclose by law

Overseas disclosure

Some of our service providers may store or process personal information on servers located outside Australia, including in the United States, Singapore and the European Union and as such, may not be subject to equivalent privacy laws. We take reasonable steps to ensure these providers are bound by privacy obligations consistent with the Australian Privacy Principles. Further detail is in our Privacy Policy.

Your rights

You may request access to, or correction of, the personal information we hold about you by contacting our Privacy Officer. Where a request is refused, we will explain why and how you may complain. You may also lodge a complaint with the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au or, for health information, with the Health Complaints Commissioner (Victoria) at www.hcc.vic.gov.au.

Terms used in this Privacy Collection Notice have the meanings given to them in the glossary set out in our Privacy Policy.

For full detail on how we handle personal information - including storage, security, data breach response and overseas disclosure - refer to our Privacy Policy available at www.plc.vic.edu.au.

Privacy Officer - Presbyterian Ladies' College

Address: 141 Burwood Highway, Burwood VIC 3125

Email: privacy@plc.vic.edu.au

Tel: (03) 9808 5811

Privacy Policy: www.plc.vic.edu.au → Reports & Policies → Privacy Policy