

## Collection Notification Statement – Alumni Engagement

Emmanuel College within the University of Queensland ABN 84 505 051 645 and its Related Entities (having the meaning given in the *Corporations Act 2001* (Cth)) (**Emmanuel College, we, us and our**) are committed to protecting the privacy of individuals and their personal information and complies with the *Privacy Act 1988* (Cth) (**Privacy Act**).

Please read this carefully as it will have important consequences for you in relation to the collection, use and disclosure of your personal information you provide to us for the purposes of connecting alumni with each other and enabling alumni to stay involved with Emmanuel College.

You understand that:

1. Emmanuel College is the party who is collecting your personal information. We can be contacted at [enquiries@emmanuel.uq.edu.au](mailto:enquiries@emmanuel.uq.edu.au) or alternatively you can write to us at: The Privacy Officer, Emmanuel College Sir William MacGregor Drive, St Lucia, QLD 4067.
2. Emmanuel College will endeavour to collect your personal information directly from you. We may also collect your personal information from third parties or the Internet, such as from social media profiles.
3. The purpose of Emmanuel College collecting your personal information is, and as further detailed in the Alumni engagement events and alumni database section of our Privacy Policy,
4. We may disclose your personal information to the following classes of people and organisations in connection with the purposes in paragraph 3:
  - (a) Emmanuel College and our personnel;
  - (b) our third-party service providers including without limitation the providers connected with our alumni platform, marketing process, payment and ecommerce process, and other providers who assist with the administration of our affairs;
  - (c) government authorities or other entities to which we are required by law to disclose personal information; and
  - (d) other organisations as expressly covered in our Privacy Policy.
5. We may use overseas IT services (including software, platforms and infrastructure), such as data storage facilities or other IT infrastructure. In such cases, we may own or control such overseas infrastructure, or we may have entered into contractual arrangements with third party service providers to assist Emmanuel College with providing our products and services to you. You **consent** to your information being disclosed to a destination outside Australia for this purpose and you understand that Australian Privacy Principle 8.1 will not apply to such disclosure of your personal information. The overseas destinations to which we may disclose your personal information may include:
  - (a) for service providers relating to payment and administrative functions: United States, Singapore, India, Philippines, Ireland and New Zealand;
  - (b) for service providers relating to direct marketing applications and functions: Singapore, Taiwan, Ireland, Belgium, Netherlands, Finland and the United States; and
  - (c) for service providers for data storage, collection and processing: United Kingdom, Romania, United States, Japan, South Africa, European Union, New Zealand, India, the Philippines, Chile, Ireland, Netherlands, Denmark, Finland, Belgium, Singapore and Taiwan.
6. Emmanuel College Privacy Policy sets out the process as to how you can access and correct any of your personal information collected under this form as well as to how you can make a complaint if we have breached the Privacy Act in the handling of your personal information. Our Privacy Policy is available at <https://www.emmanuel.uq.edu.au/privacy-policy/> or can be otherwise provided by requesting a copy from us at the address in paragraph 1 above.

By providing your details to Emmanuel College, you indicate that you have read this collection notification and acknowledge that your personal information will be collected, used and disclosed in accordance with this collection notice and as otherwise detailed in our Privacy Policy and, to the extent it is necessary, that you give your **voluntary express consent** to Emmanuel College collecting, using, storing, disclosing and disposing of your personal information in this manner.

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| Purpose   | Type of Information   | Uses  | Disclosures  |
|---|---|---|--|
| <p>Alumni engagement events and alumni database</p> | <ul style="list-style-type: none"> <li>• <b>Alumni contact information:</b> such as preferred name, full name (as it appears on your Emmanuel College or university testamur), e-mail address, current postal and residential address, and phone numbers.</li> <li>• <b>Professional and academic qualifications:</b> which you voluntarily provide to us including job-related information, academic qualifications completed or currently completing. This includes prizes, awards, work integrated learning, mentoring, volunteering, work experience participation.</li> <li>• <b>Details of your previous residence with Emmanuel College</b></li> <li>• <b>Identifying details in photographs or CCTV footage:</b> footage and photographs taken anywhere on our premises by CCTV cameras, or by event videographers or photographers (and whether at our premises or another venue)</li> </ul> | <p>The types of uses we will make of Personal Information or Personal Data include:</p> <ul style="list-style-type: none"> <li>• <b>Marketing:</b> using your Personal Information or Personal Data for the purposes set out in “<i>Marketing Services</i>” section above.</li> <li>• <b>Donations:</b> using your Personal Information or Personal Data for the purposes set out in “<i>Gifts and donations</i>” section above, to inform you of fundraising appeals undertaken by Emmanuel College and to transact your donation.</li> <li>• <b>Events and functions:</b> using your Personal Information or Personal Data for the purposes set out in “<i>Events and functions</i>” section above, in relation to Alumni events and other events.</li> <li>• <b>Alumni database:</b> using your Personal Information or Personal Data to maintain an alumni database or directory.</li> <li>• <b>Mentoring program:</b> inviting you to participate in our alumni mentoring and work experience programs, and (if you apply or participate) administering your application and participation in the programs.</li> <li>• <b>Alumni Excellence Awards:</b> using your Personal Information or Personal Data to inform you of the Alumni Excellence Awards nomination and application process, and (if you apply for an award) administering the award process.</li> </ul> | <p>We may disclose your Personal Information or Personal Data to:</p> <ul style="list-style-type: none"> <li>• Third parties connected with the marketing process who assist us in providing newsletters and information about our events to you.</li> <li>• Third parties connected with donation or payment processes including ecommerce, payment gateway providers, and financial institutions.</li> </ul> |