

**STANDARD, EMPLOYMENT AND CONTRACTOR / VOLUNTEER  
 COLLECTION NOTICES**

**STANDARD COLLECTION NOTICE**

1. The College collects personal information, including sensitive information about pupils and parents or guardians, before and during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide College for your daughter/son.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of Colleges require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other Colleges, government departments, medical practitioners, and people providing services to the College, including specialists, visiting teachers, sports coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your daughter/son.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in the College newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their daughter/ son by contacting the College.

Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the pupil, or where pupils have provided information in confidence.

9. We may include your contact details in a class lists and/or the College directory. If you do not agree to this, you must advise us now.
10. If you provide the College with the personal information about others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and the reason for this. Your emergency contacts can access that information if they wish. The College does not usually disclose the information to third parties.

**EMPLOYMENT COLLECTION NOTICE**

1. In applying for this position, you will be providing Darul Ulum College of Victoria with personal information. We can be contacted at 17 Baird Street, Fawkner, VIC 3060; by telephone on 03 9355 6800 or email [info@dulum.vic.edu.au](mailto:info@dulum.vic.edu.au).
2. If you provide us with personal information, for example your name and address or information contained on your resumé, we will collect the information in order to assess your application.
3. You agree that we may store this information for up to 12 months.
4. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is



denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

5. We will not disclose this information to a third party without your consent.
6. We will ask you to provide us with proof of Victorian Teacher Registration or a Police Check to collect information regarding whether you are or have been the subject of an AVO and /or certain criminal offences before confirmation of any employment offer.
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 College and why; that they can access that information if they wish; that the College does not usually disclose the information to third parties and that we may store their information for 12 months.

#### **CONTRACTOR / VOLUNTEER COLLECTION NOTICE**

1. In applying to provide your services, you will be providing Darul Ulum College of Victoria with personal information. We can be contacted at 17 Baird Street, Fawkner, VIC 3060; by telephone on 03 9355 6800 or email [info@dulum.vic.edu.au](mailto:info@dulum.vic.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 to your application.

3. You agree that we may store this information for up to 12 months.
4. Access to this information may be available if you ask the College for it.
5. We will not disclose this information to a third party without your consent.
6. We are required to conduct a criminal record checks and to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and /or certain criminal offences.
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 College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

**Abdurrahman Gokler**

Principal

Reviewed: Term 3, 2018

Next review: Term 3, 2019

#### **Contact details**

Please direct all enquiries to  
Abdurrahman Gokler – Principal  
Tel: 61 03 9355 6800  
Email: [info@dulum.vic.edu.au](mailto:info@dulum.vic.edu.au)

#### **Darul Ulum College of Victoria**

17 Baird Street, Fawkner  
Victoria 3060, Australia  
Tel: 61 3 9355 6800 Fax: 61 3 9359 0692  
Email: [info@dulum.vic.edu.au](mailto:info@dulum.vic.edu.au)