



MAZENOD COLLEGE

Volunteer application form: Uniform Shop

I would like to volunteer to help in the Uniform Shop in 2018. The uniform shop is open every Thursday from 8am – 4pm.

Name: _____

Telephone: _____ Mob: _____

Email: _____

Son's Name: _____ Form: _____

I can help on a Thursday between: 8am - 9.30am

2.30pm – 4pm

or _____ days a term *[include number of days available]*

I would like to be listed to help during Holiday Opening Hours

I can help in November for scheduled appointments

[Dates and times to be advised. Approx 3pm – 7pm]

Additional Comments:

Information Collection Consent: Volunteers

I have reviewed the attached General Information Collection Notice and provide consent for the College to collect, use and disclose my personal information in the manner set out in the Notice.

Signature: _____ **Date:** _____

This permission will continue to apply unless revoked or amended.

Thank you

Uniform Shop Coordinators

Email: uniform.shop@mazenod.wa.edu.au Phone: (08) 9291 1560

General Information Collection Notice: Volunteers

In reviewing this Collection Notice and providing us with your personal information, you consent to our collection, use and disclosure of that information in the manner set out below, unless you tell us otherwise.

Mazenod College collects personal information, including sensitive information about volunteers before and during the course of their engagement with the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to potentially engage your services and facilitate and administer your involvement with the College.

Personal information may include your name, address, employment and other contact details. We may also collect sensitive information such as health/dietary requirements for events.

Some of the information the College collects is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care to enrolled students. Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws.

The personal information we collect about you will be stored securely. If you become a volunteer then an appropriate record will be created and the personal information we have collected about you will be stored in this file. We will hold this information for the duration of the volunteer work.

The College may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to government departments, medical practitioners, and people providing educational support and health services to the College, anyone you authorise the College to disclose information to and anyone to whom the College is required or authorised to disclose the information to by law, including under child protection laws.

Failure to provide this information will present an unacceptable risk to the College and you may not be able to assist with volunteer work at the College.

As part of the school's publicity activities there may, on occasion, arise the situation whereby the College will need to take photographs and/or video footage of students / staff / volunteers for publication in the College Annual, e-newsletters, magazines, performing arts programmes, on physical displays throughout the College and on our internet / intranet / social media.

We may include your contact details in a class list, volunteer roster and College directory.

The College's Privacy Policy is accessible via the College website or from the College's office. The policy sets out how individuals may seek access to, and correction of their personal information which the College has collected and holds.

The College's Privacy Policy also sets out how you can make a complaint about a breach of the APPs and how the complaint will be handled.

If you provide the College with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the College and why, that they can request access to and correction of that information if they wish and to also refer them to the College's Privacy Policy for further details about such requests and how the College otherwise handles personal information it collects and complaints it receives.