

The [Australian Privacy Principles \(APPs\)](#) require the College to notify individuals of the following matters when collecting personal information from them:

1. In agreeing to provide services to Portside Christian College (the College), you will be providing the College with personal information.
2. We will collect the personal information you provide us (for example, the information in forms and any supporting documentation) in order to establish and maintain our business relationship with you.
3. We may collect personal information about you from others (e.g. a professional referee, government authorities).
4. You agree that we may store this information for as long as required under our College policies.
5. If you do not provide all the information requested, the College may not be able to use your services.
6. We will not disclose this information to a third party without your consent unless we are otherwise permitted to.
7. The College has a policy of conducting contractor screening checks, which may include:
 - Professional references
 - Working with children clearances
8. The College may use overseas-based cloud service providers to store personal information and to provide services to the College that involve the use of personal information. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. Further information about the College's disclosure of personal information to overseas providers is contained in the College's *Privacy policy (College community)*.
9. If you provide us with the personal information of others (e.g. referees, emergency contacts), we encourage you to inform them that you are disclosing that information to the College and why.
10. The College's *Privacy policy (College community)*, on the College's website, contains further information about the College's general information handling practices including:
 - How you may seek access to and correction of your personal information which the College has collected and holds.
 - How you can make a complaint about a breach of the APPs and how the complaint will be handled.

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