



Alumni Privacy Collection Notice

Marymede Catholic College (the College), a school governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), values and respects the privacy of its Alumni.

As part of fostering an engaged and connected Alumni community, the College collects and manages personal information to support Alumni engagement, communications, events and community connection activities.

This Collection Notice explains how the College collects, uses and manages Alumni personal information.

Purpose

This Collection Notice sets out how the College collects, uses, stores, and discloses personal information in connection with Alumni communications, events and related activities. It also explains the purposes of collection, who the information may be shared with, and how Alumni can access or correct their personal information.

Providing your personal information is voluntary. By keeping your details up to date, the College can:

- stay connected with you
- share Alumni news and updates
- invite you to Alumni events and activities
- provide opportunities to engage with the College and fellow Alumni.

If you choose not to provide or update your information, the College may not be able to keep you informed about Alumni communications and opportunities.

What Personal Information We May Collect

The College may collect personal information including:

- name and former name(s)
- graduation year and attendance information
- postal address
- email address
- telephone number
- employment, career or study information
- areas of interest and preferred involvement opportunities
- photographs, biographies, testimonials or other information voluntarily provided
- communication preferences.

Why We Collect Personal Information

The College collects personal information from Alumni to:

- maintain and strengthen connections between Alumni and the College
- provide Alumni news, updates and communications
- invite Alumni to reunions, events and College activities
- celebrate Alumni achievements and success stories
- support Alumni networking, engagement and community connection opportunities (where applicable)
- preserve and celebrate the history and heritage of the College
- support future Alumni engagement initiatives and community development activities.

How Personal Information May Be Collected and Used

Personal information may be collected from:

- information provided directly by Alumni
- event registrations
- surveys and forms
- communications with the College
- College records and historical student information where the student has consented to using this information for Alumni engagement purposes
- publicly available sources where appropriate, where the information is relevant to the College's Alumni relations and College engagement activities
- information provided by other members of the College community where appropriate in connection with the College's Alumni records and fostering Alumni connections.

The College may use your personal information to:

- administer and promote the Alumni Program
- communicate with you about Alumni and College activities
- distribute newsletters, publications and updates
- invite you to Alumni events and reunions
- seek feedback about Alumni initiatives
- identify opportunities for Alumni involvement and participation
- assist with future community engagement and development initiatives.

The College may disclose personal information to:

- Melbourne Archdiocese Catholic Schools Ltd (MACS)
- service providers engaged by the College to support Alumni communications, events, database administration or related services
- professional advisers, regulatory bodies and government authorities where required or authorised by law.

The College takes reasonable steps to ensure personal information is protected when disclosed to third parties.

Publication of Alumni Information

The College may publish Alumni information in:

- College publications
- newsletters
- annual reports
- Alumni communications
- the College website
- College social media channels.

This may include:

- full names
- graduation year
- photographs
- Alumni profiles containing updates voluntarily provided to the College for publication, such as career information, professional achievements, further education, community involvement and personal reflections
- achievements and success stories

Where appropriate, the College will seek consent before publishing personal information.

Alumni may request that their personal information or images not be published. Alumni may opt out of receiving Alumni communications at any time by contacting the College.

Third parties

The College may use third-party systems and cloud-based service providers to support Alumni communications, event registrations, surveys, websites, databases and administration.

Some service providers used by the College may store or process personal information outside Australia. Where this occurs, the College takes reasonable steps to ensure that personal information is protected and handled in accordance with applicable privacy obligations.

Access, Correction and Complaints

You may request access to, or correction of, the personal information the College holds about you collected under this Collection Notice.

Requests for access or correction should be addressed to the contact details provided below. The College may need to verify your identity before processing your request.

The College may refuse your request. If this occurs, the College will explain the reasons for refusal (unless, given the grounds for refusal, it would be unreasonable to provide reasons) and how to lodge a complaint.

If you have concerns about how the College has collected, used, disclosed or managed your personal information under this notice, you may make a complaint by contacting the College using the details below. The College will investigate the complaint and respond within a reasonable timeframe.

Retention of Personal Information

The College retains personal information for as long as it is required for the purposes described in this Notice, or as otherwise required or authorised by law, College policy or applicable record-keeping obligations.

Definitions

Definitions for standard terms used in this document can be found in the MACS [Glossary of Terms](#).

Alumni means former students or graduates of the College.

Collection Notice means this Privacy Collection Notice – Alumni Privacy Collection Notice.

Personal Information means information or an opinion about a person that has been identified, or that can be identified. It does not matter whether the information or opinion is true or not. It does not matter whether the information or opinion is recorded or documented, or not.

Further Information

Further information is available in:

- MACS Privacy Policy

Copies are available from the College website or upon request.

Contact

Marymede Catholic College
60 Williamsons Road, South Morang VIC 3752
Phone: (03) 9407 9000
Email: alumni@marymede.vic.edu.au

Privacy Notice Acknowledgement

By providing your personal information to the Marymede Catholic College Alumni Program, you acknowledge that you have read and understood this Privacy Collection Notice.