

# PRIVACY COLLECTION NOTICE

The Seminary of the Good Shepherd (referred to as “we”, “our” and/or “us” throughout this document) collects your personal information (including your name, phone number and address), demographic information (such as date of birth and occupation), identification information (such as your Working with Children Check number and clearance, the results of your National Police Check, copies of your birth certificate, passport and visa application or visa (if applicable), academic records and educational background information, personal references, family background information, autobiographical materials, medical and dental reports, and information for the purpose of our assessment of Seminary candidates, so that we can contact you or assist you to complete the admission process.

We will also use the contact details you have provided us to send you information related to our activities, community functions and initiatives via telephone, mail, email or other digital communications.

We generally collect your personal information directly from you over the phone, via email or in person. Where it is not practicable to collect personal information from you, we may also collect personal information from publicly available sources of information, and, where you have provided your consent, from third parties.

If you do not provide us with the personal information we have requested, we may not be able to provide you with the assistance you request or complete the admission process.

We may disclose your personal information to your Bishop, the Vocations Director of your Diocese, universities and other academic institutions, places of your pastoral work, our related entities, contractors providing services to us, and to other third party service providers we use in conducting the Seminary; and where we are required or authorised by Australian law to do so.

Further information about how we handle your personal information, including details about how you can access your information and how you can complain about a breach of the Australian Privacy Principles (as well as how we will deal with any complaint) can be found in our **Privacy Policy** on our website.

If you have any questions or concerns about how your information is handled, you can contact the Rector via email at [seminary@sydneycatholic.org](mailto:seminary@sydneycatholic.org), by phone (02) 9752 9600, or by post at PO Box 4149, Homebush South NSW 2140.