

# Privacy Collection Notice: ACU Senators and External Committee Chairs

## Section 1 - Background Information

(1) Australian Catholic University (ACU) and its related entities is regulated by the [Privacy Act 1988 \(Cth\)](#) (the Act), the Australian Privacy Principles, and, where relevant, state and international legislation.

## Section 2 - Privacy Statement

(2) ACU is committed to ensuring that personal information provided to us during your recruitment, your directorship and / or your term as External Chair is handled by ACU in accordance with ACU's privacy obligations.

## Section 3 - Principles

### Purpose of Collection

(3) ACU collects personal information from

- a. Senate (Company Directors) and External Chair candidates; and
- b. Third parties, such as nominators, recruitment agencies or referees

to assess candidate suitability for the role, including probity checks.

(4) ACU collects personal information from members of Senate (Company Directors) and External Chairs for administrative activities and regulatory purposes associated with your directorship and / or term as External Chair and the University's corporate status.

(5) The [Privacy Act 1988 \(Cth\)](#) requires the University to inform you how your personal information is collected and used, and the circumstances in which it will be disclosed.

(6) The personal information collected by the University includes:

- Name
- Contact details (telephone number, personal email address, residential and postal address)
- Date of birth
- Banking information associated with a purchase card and / or for reimbursement of expenses
- Tax File Number (TFN)
- Travel records such as flights and accommodation related to University business
- Photo and biographical details (academic qualifications and / or employment experience)
- Financial or other interests for the purpose of Senate's declaration of interests register
- Signature.

## Use of Personal Information

(7) Your personal information will be used by authorised ACU staff in accordance with the following purposes, to:

- a. Maintain statutory registrations under the [Corporations Act 2001 \(Cth\)](#) and / or the [Australian Charities and Not-for-profits Commission Act 2012 \(Cth\)](#)
- b. Fulfill compliance obligations with regulators such as ASIC, ACNC, TEQSA and the ATO
- c. Administer payments to you in your capacity as a Senator, as appropriate, including payments to you and complying superannuation funds
- d. Maintain internal records for communicating with you in relation to your role
- e. Publish information on the ACU website regarding the University's governing body
- f. Administer meetings and recording of minutes
- g. Facilitate invitations to internal ACU events and graduation ceremonies or externally hosted events relevant to your role on Senate
- h. Provide systems access and technical assistance
- i. Support nominations, re-nominations, election or appointment processes
- j. Enable signing of circular resolutions through Diligent or execution of contracts through DocuSign or other digital platforms as appropriate.

## Disclosure of Personal Information

(8) It may be necessary to disclose the information outside the University in furtherance of the purposes outlined above. This would include to government agencies, external event hosts and dissemination of meeting materials to members of Corporation as part of the Annual General Meeting. Information will not be disclosed for any purpose other than the above, unless required by law, without your consent.

(9) The University may also use third party service providers such as technology vendors or law firms to support the business and / or meetings of Senate. The University takes measures to ensure appropriate privacy provisions and security arrangements are in place with such providers.

## How to access personal information

(10) Please see the [Privacy Policy](#) for more information about how the University will handle your personal information, how you can request to access or correct the personal information we hold about you, and who to contact if you have a privacy inquiry or complaint, including if any international privacy law applies to you.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	30th April 2025
<b>Review Date</b>	30th April 2030
<b>Approval Authority</b>	Governance Officer
<b>Approval Date</b>	29th April 2025
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Diane Barker Director, Legal, Assurance and Governance
<b>Responsible Manager</b>	Matthew Charet National Manager, Governance
<b>Enquiries Contact</b>	Natalie Koppe Privacy Coordinator <hr/> Legal, Assurance and Governance Directorate