DATA COLLECTION & CONSENT NOTICE

Why are you receiving this notice?

You are receiving this notice because you are nominating for a position on the UniSC Student Guild Board and/or the Student Representative Council (SRC).

Please read this notice before you submit your nomination. It explains what personal information (including sensitive information) we collect about you as part of the nomination and election process, why we collect it, who we share it with, and the choices and rights you have.

This notice supplements, and should be read together with, the Guild's Privacy Policy.

Who is collecting your information?

The University of the Sunshine Coast Student Guild ('the Guild', 'we', 'us') is collecting your personal information for the purpose of administering the Guild Board and SRC nomination and election processes.

The Guild is an independent, student-led body and a registered charity. We are guided by the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs) in the way we collect, use, hold and disclose your personal information.

To run the election, we engage Big Pulse (an external online nominations and voting platform provider) to collect, host and manage nomination and voting data on our behalf. Big Pulse is a service provider, not an independent user of your information. It will only use your information to deliver the nomination and election service to the Guild.

What personal information we collect

When you submit a nomination, we may ask you to provide, or collect information about:

- Identifying and contact details, including your full name, UniSC student number and UniSC student email address.
- The position you are nominating for, including information about your campus and program of study where relevant to eligibility.
- A photo of yourself, to be published as part of your candidate information alongside your nomination on the ballot.
- A candidate profile, which is a short statement in your own words about yourself and why you are nominating for the role, which will be included in your candidate information alongside your nomination on the ballot.
- If you work for the University of the Sunshine Coast, we may ask you for details about your employment, such as your employment type and frequency, in order to determine your eligibility for election and assist with managing potential conflicts of interest.

This information is collected directly from you, initially through the Big Pulse online nomination form and at times later via direct email, telephone or face to face discussions with Guild representatives.

Sensitive information for specific positions

Some SRC positions are intended to represent particular student cohorts and are intended to be held by students who identify as members of those cohorts. For example, the SRC includes groups representing Queer/LGBTQIA+ students, Aboriginal and Torres Strait Islander Students and Students with Disabilities.

If you nominate for one of these positions, your nomination may itself disclose or imply sensitive information about you, for example, that you identify as a member of the Queer/LGBTIQA+ community, as Aboriginal and/or Torres Strait Islander, or as a Student with a disability. You may also choose to include sensitive information within your biography and/or nomination pitch, which will be made available to students as part of our elections communications and voting processes.

Under the Privacy Act, these kinds of personal information are considered 'sensitive information', which receives a higher level of protection than ordinary personal information.

Your Voice, Your Choice

Nominating for these positions is entirely voluntary. Whilst many students have no concerns with disclosing these kinds of sensitive information, and indeed take great pride in representing their communities, it is important to us that you understand that this information will be visible to voters and can make an informed choice about what you share.

You do not need to disclose or infer sensitive information about yourself in order to have your voice heard. There are positions available on the Guild Board and SRC that are general in nature. The SRC is also designed to ensure that all students, elected or not, have opportunities to engage with their Student Representatives confidentially.

Why we collect your information

We collect and use your information to:

- verify your eligibility to participate in Guild elections, including to nominate and stand for positions or vote for candidates;
- administer and run registration, nominations and elections processes, including preparing electronic ballots and candidate materials and providing eligible voters access to the ballot;
- communicate with you about Guild elections;
- provide you with election results; and
- keep records required for the integrity, transparency and audit of the election, and for Guild governance and reporting purposes pursuant to our Constitution and Regulations.

Who we disclose your information to

To administer Guild elections, we do need to disclose your information to other parties who provide the Guild with elections related support. For the 2026 election, these are:

Big Pulse Voting (our nominations and voting service provider)

Big Pulse collects and hosts your election account on our behalf and uses it only to operate the nomination and voting platform for this election. Big Pulse is based in Australia, but also operates internationally, which means it is possible your information may be handled, transmitted or stored overseas.

For more information about how Big Pulse Voting handles personal information, you can access the Big Pulse Voting Privacy Policy here.

University of the Sunshine Coast

We disclose your name and student number to UniSC, solely to confirm your enrolment and eligibility to nominate, stand and/or vote.

For more information about how UniSC handles personal information, you can access UniSC's Privacy Policy here.

CPR Group (our Independent Returning Officer)

The Guild has retained CPRG to undertake the role of Independent Returning Officer. Where required to perform this role, CPR Group may access relevant election information held within the Guild or Big Pulse environment or receive verification of that information from the Guild or University. CPR Group will not receive or retain the voter roll or other bulk student personal information on CPR Group systems.

For more information about how CPRG handles personal information, you can access the CPR Group Privacy Policy here.

Electoral Tribunal

The Guild will establish a three member Electoral Tribunal to consider any appeals and disputes arising from decisions of the Independent Returning Officer. While the Electoral Tribunal is not expected to access the information of all nominees, your information may be shared with the Electoral Tribunal where this is required for it to perform its role.

Students

Your name, photo, position nominated for, and biography and/or nomination pitch will be made available to UniSC students so they can view and consider your candidacy before voting. If you nominate for a position representing a particular student cohort, the sensitive information implied by that nomination (see 'Sensitive information for specific positions', above) will also be visible to voters as part of your candidate listing.

We do not otherwise sell, rent or disclose your personal information to third parties, and we do not use it for any purpose unrelated to the nomination and election process without your consent.

Other Parties

Where candidate information is promoted using physical, digital or online means, your name, photo, position nominated for, and biography and/or nomination pitch may be included in this promotional material. These materials may be visible to parties not listed above, for example, UniSC staff or visitors to UniSC may see candidate information on physical posters around campus, or people may see promotional material available online at the Student Guild website or via the Guild's social media channels.

Your Consent

Personal information

By submitting your nomination, you consent to the Guild and Big Pulse collecting, using, holding and disclosing your personal information as described in this notice, for the purposes of administering and delivering the election.

Sensitive information

If you nominate for a reserved / identity-based position, you will be asked to separately and expressly opt in, confirming that you understand and agree that the information implied by your candidacy (see Section 3) will be collected and made visible to voters.

Your consent must be freely given, specific, current and informed. You may:

- ask questions about how your information will be handled before you nominate;
- withdraw your nomination at any time before ballots are finalised; and
- contact us to withdraw consent to a specific use, understanding that withdrawing consent to disclosure of information required for some positions may mean you can no longer stand for that specific position.

What happens if you don't provide this information, or withhold consent?

Providing this information is voluntary, but it is necessary for us to process your nomination. If you do not provide the required personal information, or do not consent to its collection, use and disclosure as described in this notice, we will not be able to accept or progress your nomination for that position.

If you are not comfortable with the sensitive information disclosed or implied by nominating for a position representing a particular student cohort being visible to voters, you may choose to nominate for another position that does not give rise to the same disclosure or implication instead.

Storage, security and retention

Your information is stored by Big Pulse (on the Guild's behalf) and, where relevant, by the Guild, using reasonable technical and organisational security measures consistent with our Privacy Policy. The Guild shares a technology environment with the University and as such, there are rare cases in which the University's technical staff may be able to access information held by the Guild.

We retain nomination and election records in accordance with our record-keeping obligations. Election-related materials required to be retained under the Elections Regulation will be kept for a minimum of seven (7) years from the date of the formal declaration, or longer where required by law or Guild policy, after which they will be securely destroyed or de-identified where appropriate. For more information about how UniSC handles personal information, you can access UniSC's Privacy Policy here.

Access, correction and complaints

You can ask to access or correct the personal information we hold about you or make a complaint about how your information has been handled, by contacting us using the details below.

Details about access to and correction of personal information, as well as our complaints process is set out in the Guild's Privacy Policy.

Contact us

Email: studentguild@usc.edu.au

If your enquiry relates specifically to this election, please mark your email 'Election Nominations Privacy Enquiry'.