DATA COLLECTION & CONSENT NOTICE

Why are you receiving this notice?

You are receiving this notice because you are registering to access the Guild Elections Platform for the UniSC Student Guild Board and/or the Student Representative Council (SRC).

Please read this notice before you complete your registration. It explains what personal information we collect about you as part of the registration 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 register to access the Guild Elections Platform, we ask you to provide:

- Identifying and contact details, including your full name, UniSC student number and UniSC student email address.
- Information about program and the UniSC school you are enrolled in.

This information is collected directly from you, through the Big Pulse online registration form.

If you choose to vote in the Guild Board or SRC election, your actual vote remains secret and is not viewable by the Guild, University of the Sunshine Coast, Independent Returning Officer or Electoral Tribunal.

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, CPRG may access relevant election information held within the Guild or Big Pulse environment or receive verification of that information from the Guild or University. CPRG will not receive or retain the voter roll or other bulk student personal information on CPRG systems.

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

Electoral Tribunal

The Guild will assemble a three-member electoral tribunal to review any disputes arising from decisions of the Independent Returning Officer. Whilst the Electoral Tribunal is not expected to access the information of all voters or nominees, it is possible that registration information will be shared with the Electoral Tribunal in circumstances where disclosure of this information is required as part of the Electoral Tribunal's work.

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.

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.

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 may mean you can no longer nominate, stand or vote in the election.

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

Providing this information is voluntary, but it is necessary for us to allow you access to the Guild Elections Platform. 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 register you.

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 Registration Privacy Enquiry'.