Contractor / Volunteer Collection Notice

1. In applying to provide services to the College, you will be providing Sacred Heart Girls' College with personal information. We can be contacted at 113 Warrigal Road, Hughesdale, 3166, Victoria, info@shcoakleigh.catholic.edu.au, telephone 9568 5488.

2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.

3. You agree that we may store this information for a reasonable period of time.

4. The College's Privacy Policy sets out how you may seek access to your personal information and how you may complain about a breach of the Australian Privacy Principles [APPs].

5. We will not disclose this information to a third party without your consent.

6. We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws.* We may also collect personal information about you in accordance with these laws.*

7. The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.

8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

* If applicable

Reviewed: March 2014
Next Review Date: March 2015