



SACRED HEART GIRLS' COLLEGE

CONTRACTOR / VOLUNTEER COLLECTION NOTICE

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@shgc.vic.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 may disclose this kind of information to a third party if we are required to satisfy our compliance requirements either directly or indirectly.
6. We are required to collect information under Victorian Child Protection laws. Contractors or volunteers who are not registered teachers are required to have a current and valid Working with Children Check (WWCC) and National Criminal Record Check. 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.

Reviewed: February 2018

Next Review Date: February 2019