



## Catholic Regional College Caroline Springs

### Contractor / Volunteer Collection Notice

1. In offering, applying or agreeing to provide services to Catholic Regional College Caroline Springs (the School), you will be providing the School with personal information.
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. We may also collect sensitive information about you and we may also collect personal information about you from others.
3. We are required to collect information under Victorian Child Protection laws. Contractors / Volunteers who are not registered teachers are required to have a current and valid Working with Children Check (WWCC), and a National Criminal History Record Check. We may also collect other personal information about you in accordance with these laws.
4. You agree that we may hold your information for up to 6 years from completion of your assignment with us, or from the date we decided not to engage you.
5. We may disclose your information to the following types of organisations:
  - Catholic Education Commission of Victoria Ltd (CECV);
  - School parish and diocese;
  - School service providers; and
  - Credit agencies (contractors only)
  - Referees provided by yourself
  - Other volunteer organisations (volunteers only)
6. The School may use cloud computing service providers to store personal information (including sensitive information) on their servers in the 'cloud' which may be located outside Australia. This may mean that personal information is stored outside Australia.
7. The School may also from time to time use third party online service providers to provide it with services that involve the processing of personal information, such as services relating to email, instant messaging and education and assessment applications. Limited personal information may be collected and processed or stored by these providers in connection with these services. These online third party service providers may be located in or outside Australia.
8. The School's Privacy Policy contains further information about its use of cloud and other third party service providers and their overseas locations.
9. Where personal and sensitive information is retained by a cloud service provider on behalf of CECV for educational and administrative purposes, this information may be stored on servers located within or outside Australia. This includes Integrated Catholic Online Network (ICON).
10. The school Privacy Policy is accessible via the school website, or by request from the School office and contains details of how you may complain about a breach of the Australian Privacy Principles (APPs) or how you may seek access to or correction of your personal information which the School

has collected and holds. However, there may be occasions when access is refused, such as where access would have an unreasonable impact on the privacy of others. Reasons for access and correction refusals will be provided where appropriate.

11. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why.

If you have any queries with respect to this Information Notice please email the School at [enquiries@crccs.catholic.edu.au](mailto:enquiries@crccs.catholic.edu.au) or call (03) 9217 8000.

This Information Collection Notice was last reviewed in September 2019.