



SACRED HEART GIRLS' COLLEGE CONTRACTOR / VOLUNTEER COLLECTION NOTICE

Contractor / Volunteer Collection Notice

- 1) In offering, applying or agreeing 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. We may also collect sensitive information about you and we may also collect personal information about you from other parties. We may keep this information on file if your application is unsuccessful in case another position becomes available.
- 3) We are required to collect information under Victorian Child Protection laws. Employees 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 acknowledge that we may be required to hold your information indefinitely in accordance with Victorian laws.
- 5) We may disclose your information to the following types of organisations:
 - Catholic Education Commission of Victoria Ltd (CECV);
 - School parish and diocese; and
 - School service providers.
- 6) The College 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 College 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 (Apps). 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 College's Privacy Policy (see College website) 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 College Privacy Policy is accessible via the College website, or by request from the College 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 College 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 College and why.

Reviewed: April 2020

Next Review Date: April 2021