



CONTRACTOR/VOLUNTEER COLLECTION NOTICE POLICY

Guidelines

1. In applying to provide services to the College, you will be providing Marymede Catholic College with personal information. We can be contacted at 60 Williamsons Road, South Morang Vic 3752, phone (03) 9407 9008, email: principal@marymede.vic.edu.au.
2. If you provide us with personal information e.g. your name and address or information contained on your CV, 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 five years.
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 APPs.
5. We will not disclose this information to a third party without your consent. We usually disclose this kind of information to the following types of organisations: the Catholic Education Office Melbourne, the Catholic Education Commission.
6. We are required to conduct a criminal record check to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under the Child Protection Law. We may also collect personal information about you in accordance with these laws.
7. The College 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.