

Collection Notice for Contractors, Volunteers and Governing Council members

1. In order to assess your offer, application or agreement to provide services to the College, and to administer our ongoing relationship with you, the College collects your personal information. If we cannot collect some of your personal information, we may be limited in our ability to assess your application or to permit you to continue providing services to the College.
2. We collect your personal information directly from you (including from your CV or resume). We may also collect it from other sources (such as your referees and the results of criminal background and working with children checks).
3. We are required to conduct a criminal record check and working with children check under child protection legislation. We may also collect other personal information about you in accordance with these laws.
4. We will not disclose your personal information to a third party without your consent unless otherwise permitted.
5. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as email services. Some limited personal information may be provided to these service providers to enable them to authenticate users that access their services and provide technical support. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about the College's use of online or 'cloud' service providers is contained in the College's Privacy Policy.
6. If you provide us with the personal information of others (e.g. referees), we encourage you to inform them that you are disclosing that information to the College and why.
7. Any questions in relation to the collection, use, disclosure and retention of personal information collected by the College may be directed to the College's Privacy Officer. Information on how to contact the Privacy Officer is provided on the College's website.
8. The College's Privacy Policy, accessible on the College's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others or where the College is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, having regards to the grounds for refusal, it would be unreasonable to provide reasons).