



Contractor / Volunteer Collection Notice

1. In applying to provide services to the School, you will be providing Catholic Regional College- North Keilor with personal information. We can be contacted on 9361 5900 or office@crcnk.vic.edu.au.
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 up to 6 years.
4. The School'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. The policy is available on our website www.crcmelton.com.au.
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:
 - Credit agencies (Contractors only)
 - Referees provided by yourself.
 - Other volunteer organisations (Volunteers only)
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 other 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 School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.