



# Avila College

## CONTRACTOR / VOLUNTEER COLLECTION OF INFORMATION NOTICE

<b>Title</b>	Contractor / Volunteer Collection of Information Notice
<b>Date</b>	March 2015
<b>Author</b>	Principal People and Culture
<b>Version Status</b>	HR0215P
<b>Document Location</b>	College Website, SIMON Intranet

1. In applying to provide services to the School, you will be providing Avila College with personal information. We can be contacted: 35 Charles Street, Mount Waverley Vic 3149; Email: [principal@avilacollege.vic.edu.au](mailto:principal@avilacollege.vic.edu.au); Phone: 9831 9600
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 twelve (12) months.
4. Avila College's Privacy Policy is available on our website [www.avilacollege.vic.edu.au](http://www.avilacollege.vic.edu.au) under the "Our College – Policies" section and it sets out how you may seek access to your personal information and how you may complain about a breach of the Australian Privacy Principles (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: CEM, ATO, CCI.
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. Avila 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 Avila College and why, that they can access that information if they wish and that Avila College does not usually disclose the information to third parties.

**VERSION HISTORY**

<b>Version</b>	<b>Date Issued</b>	<b>(Minor, Major Change)</b>
March 2015	March 2015	
June 2016	8 February 2018	Minor
July 2018	16 July 2018	Minor

<b>Policy approved by the Principal</b>	
<b>Next Review Date</b>	April 2019
<b>People Responsible</b>	Principal People and Culture