



# Avila College

## CONTRACTOR / VOLUNTEER COLLECTION OF INFORMATION NOTICE

<b>Document Title</b>	Contractor / Volunteer Collection of Information Notice
<b>Date</b>	March 2015
<b>Author/s</b>	Catholic Education Commission Victoria Ltd (CECV)
<b>Version Status</b>	HR0215P
<b>Document Location</b>	College Website, SIMON Intranet

1. In offering, applying or agreeing to provide services to Avila College (the College), you will be providing the 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. We may also collect sensitive information about you and we may also collect personal information about you from others such as referee checks. 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. 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.
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:
  - a. Catholic Education Commission of Victoria Ltd (CECV);
  - b. School parish and diocese;
  - c. School service providers; and
  - d. Catholic Education Melbourne, Australian Taxation Office, Catholic Church Insurances.
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 is available on our website [www.avila.vic.edu.au](http://www.avila.vic.edu.au) under the "Our College – Policies" section and 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 services located within or outside Australia. This includes Integrated Catholic OnLine Network (ICON).
10. The College's Privacy Policy is available on our website [www.avila.vic.edu.au](http://www.avila.vic.edu.au) under the "Our College – Policies" section, or by request from the Director of People and Culture and contains details of how you may complain about a breach of the Australian Privacy Principles (AAPs) 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 when 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.

## VERSION HISTORY

Version	Date Issued	(Minor, Major Change)
March 2015	March 2015	
June 2016	February 2018	Minor
July 2018	July 2018	Minor
April 2019	July 2019	Minor
May 2020	May 2020	Minor

Document approved by Principal and ratified by the Executive Team	
<b>Next Review Date</b>	April 2021
<b>Person/s Responsible</b>	Principal Director of People and Culture
<b>Related Documents</b>	Privacy Policy Alumnae Collection of Information Notice Collection of Information Notice Employment Collection of Information Notice Students Disclosure Statement for Counselling Media and Marketing Consent Form Breach of Privacy Concern Form
<b>References</b>	