



CONTRACTOR / VOLUNTEER COLLECTION NOTICE

1. In applying to provide services to the College, you will be providing Kilbreda College with personal information. We can be contacted: 118 Mentone Parade, Mentone VIC 3194; Email: principal@kilbreda.vic.edu.au; Phone: 03 9581 7766
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. Kilbreda 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: CEO, ATO, CCI
6. We are required to collect information under Victorian Child Safe Standards. 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. Kilbreda is committed to the Victorian Child Safe Standards. Prior to an offer for employment being made referee checks will be conducted, past employers consulted, and social media may be accessed.
8. Kilbreda College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.*
9. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the Kilbreda College and why, that they can access that information if they wish and that Kilbreda College does not usually disclose the information to third parties.

* If applicable