



This Privacy Collection Notice explains in general terms how we protect the privacy of the personal information you provide when you are seeking to apply as a Volunteer or Contractor at Kilbreda College. In reviewing this Collection Notice and providing us with your personal information, you consent to our collection, use and disclosure of that information in the manner set out below, unless you tell us otherwise.

1. Kilbreda College collects personal information, including sensitive information about Contractors and Volunteers before and during the course of their engagement with the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to potentially engage your services and facilitate and administer your involvement with them.
2. Some of the information the College collects is to satisfy their legal obligations, particularly to enable them to discharge their duty of care to enrolled students.
3. Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
4. In order to consider your suitability as a Contractor/Volunteer and to facilitate and manage your relationship with Kilbreda College, you consent to us collecting personal information about you from recruitment agencies, law enforcement agencies for criminal checks and working with children checks, educational institutions to verify your qualifications, and other individuals or businesses they contact for the purpose of reference-checking as agreed with you.
5. The personal information that is collected about you will be stored securely in an applicant record. If you become a Contractor/Volunteer, then an appropriate record will be created and the personal information collected about you will be stored in this file. We will hold this information for the agreed period of the contract or duration of the volunteer work.
6. If after the application process you are not engaged as a Contractor/Volunteer by the College the information stored in your application record will be stored for up to 24 months unless you advise us to destroy it at an earlier time.
7. After the completion of your contracted period or volunteer work, or after 5 years have elapsed from the date your engagement has ceased the College will take reasonable steps to destroy or deidentify your personal information.
8. The College may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include:
 - government departments;
 - third party service providers that provide online services or applications (apps), which may include email and instant messaging;
 - medical practitioners, and people providing health services to the College;
 - people providing administrative and financial services to the College;
 - anyone you authorise the College to disclose information to; and
 - anyone to whom the College is required or authorised to disclose the information to by law, including under child protection laws.
9. Failure to provide this information will present an unacceptable risk to the College and we may not proceed with our relationship with you.
10. The College may also use third party storage providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia. The College's Privacy Policy contains further information about its use of cloud and other third-party service providers and any of their overseas locations.
11. The College's Privacy Policy is accessible via the College website or from the College office. The policy sets out how volunteers and contractors may seek access to, and correction of their 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 may result in a breach of the College's duty of care obligations. Any refusal will be notified in writing with reasons if appropriate.
12. The College's Privacy Policy also sets out how Contractors and Volunteers can make a complaint about a breach of the Australian Privacy Principles (APPs) and how the complaint will be handled.
13. The College will obtain your consent prior to including photographs or videos or other identifying material of you in our promotional material or otherwise making this material available to the public, such as on the internet.

14. If you provide the College with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the College and why, that they can request access to and correction of that information if they wish and to also refer them to the College's Privacy Policy for further details about such requests and how the College otherwise handles personal information it collects and complaints it receives.

If you have any queries with respect to this notice you should contact the Kilbreda College Privacy Officer at: **privacy@kilbreda.vic.edu.au**. The Kilbreda Privacy Policy can be viewed on our website **www.kilbreda.vic.edu.au**

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