

Contractor / Volunteer Collection Notice

1. In offering, applying or agreeing to provide services to the School or Catholic Schools Broken Bay (CSBB), you will be providing CSBB with personal information.
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 a reasonable period of time.
4. The CSBB's Privacy Policy, accessible on CSBB's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which the school or CSBB 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. Any refusal will be notified in writing with reasons if appropriate.
5. We will not disclose this information to a third party without your consent unless otherwise permitted to. We usually disclose this kind of information to Catholic Schools NSW and the Catholic Commission for Employment Relations.
6. We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection law. We may also collect personal information about you in accordance with these laws.
7. The school or CSBB may use online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the school's or CSBB's use of online or 'cloud' service providers is contained in the CSBB Privacy Policy.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to us and why.

You can obtain further information about privacy from:

- the School Principal
- The Privacy Officer
Catholic Schools Broken Bay
P O Box 967
Pennant Hills NSW 1715