



## Volunteer and Contractor Collection Notice

1. In applying to provide your services you will be providing our schools, Catholic Early Learning Centres (CELCs), Catholic Out of School Hours Care services (COSHCs) and offices with personal information.
2. If you provide us with personal information, for example your name and address or information contained on your resume or tender, we will collect the information in order to assess your application or tender. We may also make notes and prepare a confidential report in respect of your application or tender.
3. You agree that we may store this information for a reasonable period of time.
4. Our Privacy Policy sets out how you may access and seek correction of your personal information and how you may complain about a breach of the Australian Privacy Principles. However, access may be refused in certain circumstances, such as where access would impact the privacy of others. Our Privacy Policy is available on our website <http://www.parra.catholic.edu.au/policy-central>.
5. We may disclose personal information to third parties with your consent, or where it would be reasonably expected that such disclosure may be required, or if otherwise permitted or required by law.
6. We may disclose your information to organisations that provide background screening services and we may use your information to conduct a criminal record check or comply with child protection laws. We may also collect personal information about you in accordance with those laws.
7. We may use online or 'cloud' service providers who provide certain services to us and our staff and students including data storage and contemporary online teaching tools. We may provide your personal information to such service providers in connection with the provision of these services. Our service providers may store, or process, data outside Australia, including in the United States, Singapore, Ireland and possibly other countries. In addition, our email service provider may store and process emails in the United States or in any other country utilised by Google. Further information about our use of third party online or 'cloud' service providers is contained in our 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.
9. You may obtain further information by contacting the Catholic Education Diocese of Parramatta on (02) 9840 5600 or at [privacy@parra.catholic.edu.au](mailto:privacy@parra.catholic.edu.au).