



## St Francis Xavier College Contractor / Volunteer Collection Notice

1. In applying to provide services to St Francis Xavier, you will be providing the school with personal information. We can be contacted at 4 Beaconsfield Ave, Beaconsfield VIC 3807. Telephone Number: (03) 9707 3111.
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 the duration of your contract or volunteer agreement.
4. The School'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.
6. 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]
7. The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.  
The countries in which servers and other third party service providers may be located are:
  - Google Apps for Education: United States of America, or any other country Google uses to provide these services.
  - Microsoft Office 365: United States, Netherlands, Ireland, Singapore and Hong Kong.
8. If you provide us with personal information of others, we encourage you to inform them that you are disclosing that information to the School and why. This will enable them to access the information if they wish and that the School does not usually disclose the information to third parties.