



CONTRACTOR / VOLUNTEER COLLECTION NOTICE

1. In applying to provide services to the College, you will be providing Mount Lilydale Mercy College with personal information. We can be contacted by mail (120 Anderson Street Lilydale VIC 3140), by email (administration@mlmc.vic.edu.au) or by phone (03 9735 4022).
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 three years.
4. The 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 may disclose this kind of information to Catholic Education Commissions, Catholic Education Offices and other school service providers.
6. We are required to collect information under 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.
7. The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.*
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.