



CONTRACTOR / VOLUNTEER PRIVACY COLLECTION NOTICE

A. In applying to provide services to the John Wollaston Anglican Community School (the School), you will be providing the School with personal information. We can be contacted at:

Contact: Business Manager

Address: John Wollaston Anglican Community School
Centre Road
Camillo WA 6111

Email: BM@jwacs.wa.edu.au

Telephone: (08) 9495 8100

B. If you provide us with personal information, for example, your name and address, insurance and indemnity details or information contained on your resume/company information statement, 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.

C. You agree that we may store this information for twelve (12) months.

D. The School's *Privacy Policy* contains details of how you may complain about a breach of the Australian Privacy Principles or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.

E. We will not disclose this information to a third party without your consent.

F. We are required to conduct a criminal record check through the National Police Check and request a Working with Children Check. We may also collect personal information about you in accordance with these laws.

G. The School may store personal information in the 'cloud', which may mean that it resides on servers, which are situated outside Australia.*

H. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.*

** If applicable*