

PRIVACY NOTICE – CONTRACTOR/VOLUNTEER COLLECTION

1. In applying to provide services to the College, you will be providing Fairholme College with personal information.
2. If you provide us with personal information, for example your name and address or information contained in your resume, we will collect the information in order to assess your application to volunteer at the College or enter into a contract with the College. 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 the recruitment process, agreed period of the contract or duration of the volunteer work.
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 Australian Privacy Principles.
5. We will not disclose this information to a third party without your consent.
6. We are required to conduct a criminal record check and collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences associated with child protection laws. Furthermore, we may also collect personal information about you in accordance with these laws.
7. The College 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 associated with other people, 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. The College does not usually disclose the information to third parties.
9. The College'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 issue you may have concerning privacy and the College can be addressed to Business Manager on 07 4688 4688 or by email: info@fairholme.qld.edu.au

The Fairholme College Privacy Policy is available on the College's website www.fairholme.qld.edu.au