



Send all correspondence to:
P.O. Box 21, Baxter 3911
120-128 Robinsons Road, Langwarrin South 3911
Telephone: 59716700
Email: info@baysidecc.vic.edu.au

STANDARD COLLECTION NOTICE FOR CONTRACTORS/VOLUNTEERS

FOR: Contractor / Volunteers

1. In providing your services to the College, contractors and volunteers will provide personal information.
2. The College will collect personal information in order to manage its contractors and volunteers, and to ensure the Duty of Care obligations to students are maintained.
3. Personal information will be stored for the term of your contract or involvement at the College, and thereafter, as required by the College.
4. You may seek access to your personal information that we hold about you. There will be occasions when access is denied, particularly if such access would have an unreasonable impact on the privacy of others.
5. We will not disclose this information to a third party without your consent.
6. For contractors or volunteers who are not teachers, the College is required to collect information as to whether they are or have been the subject of an Apprehended Violence Order or committed certain criminal offences under Child Protection Law.
7. 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 that they can access that information if they wish and that the College does not usually disclose the information to third parties but that we may store their information for up to 12 months.

The College's Privacy Policy is available on the College's public website.

For more information, please contact the Privacy Officer:

Privacy Officer
PO BOX 21
BAXTER VIC 3911