



MERCY COLLEGE

Contractor / Volunteer Collection Notice

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1. In applying to provide services to the College, you will be providing Mercy College with personal information. We can be contacted at 760 Sydney Road, Coburg North VIC, 3058 or phone 03 9319 9299.
2. If you provide the College with personal information, for example your name and address or information contained on your resume, the College will collect the information in order to assess your application. The College may also make notes and prepare a confidential report in respect of your application.
3. You agree that the College may store this information for five 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. The College will not disclose this information to a third party without your consent.
6. The College is 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. The College may also collect other 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 the College with the personal information of others, the College encourages 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.

Status of Document	
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