

ADDENDUM C

Southern Christian College Contractor / Volunteer Collection Notice

1. In offering, applying or agreeing to provide services to the College, you will be providing Southern Christian College with personal information. We can be contacted at 150 Redwood Road, Kingston, by phone 03 6229 5744 or via email on admin@scc.tas.edu.au
2. We collect your personal information directly from you (for example your name and address or information contained on your resume. We may also collect it from other sources (such as your referees and the results of criminal background and working with children checks). We 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 2 years.
4. The College's Privacy Policy, accessible on the College's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others or where the College is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).
5. We will not disclose this information to a third party without your consent unless otherwise permitted to by law.
6. We are required to collect information under Child Protection law. We may also collect other personal information about you in accordance with these laws.
7. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia.