



PRIVACY INFORMATION COLLECTION NOTICE – CONTRACTORS AND VOLUNTEERS

This notice is to make you aware of Cranbrook School's collection and handling practices in relation to personal information.

Collection, Use and Disclosure of Personal Information

In providing your services to Cranbrook School, you may be providing the School with personal information. If you provide the School with personal information, such as your name and address or other information, the School will collect this information in order to potentially engage your services, and facilitate and administer your involvement with the School.

Some of the information the School collects is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care. Certain laws governing or relating to the operation of a school also require certain information to be collected and disclosed. These include relevant education, public health and child protection legislation.

The School is required to collect information under child protection laws, for the purposes of a pre-employment criminal record check and obtaining clearance from the New South Wales Office of the Children's Guardian prior to any engagement of workers, including contractors and certain volunteers, being finalised.

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

The School will not disclose your information to a third party without your consent, unless authorised by law to do so.

The School conducts monitoring and surveillance activities. This includes monitoring emails and internet usage and the use of CCTV security cameras on School premises.

If you provide the School with personal information of others, such as contact details of a referee or emergency contacts, you are encouraged to inform them that you are disclosing that information, that they can access that information if they wish, and that the School does not usually disclose this information to third parties.

If the School does not obtain the information it requests from you, you may not be able to continue your involvement with the School.

Accessing Your Information

The Privacy Policy outlines how you may seek access to personal information collected about you, and request correction to that information if required. Please note there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

Complaints, Commitment and Further Information

The Privacy Policy sets out how you may complain about a privacy related matter and how such a complaint will be dealt with.

The School and its staff respect the confidentiality of your personal information and the privacy of individuals. School policies reiterate the need for confidentiality and care in the management of personal information and sanctions exist for breach of these policies. The School has in place procedures to protect personal information it holds from misuse, interference, loss, and unauthorised access, modification or disclosure.

For further details regarding Cranbrook School's commitment to privacy, please see the School's Privacy Policy available on the Cranbrook School website.

The School can be contacted at

5 Victoria Road, Bellevue Hill NSW 2023

Telephone: +61 2 9327 9000

Email: privacy@cranbrook.nsw.edu.au