

## **Contractor Collection Notice BRISBANE CATHOLIC EDUCATION**

This notice (along with our Privacy Statement, accessible via our website) explains how the School handles the personal information of contractors, and applicants for contractor positions at the School (together, **you**). References to the School (and **we, us, our**) include Brisbane Catholic Education (**BCE**) and the BCE Office (**BCEO**).

### **1. Purpose of collection**

The School collects your personal information before and during your engagement with School. The main purpose of collecting this information is to assess your application to provide services to the School and/or to administer our ongoing relationship with you.

If we cannot collect some of your personal information and use it in the ways described in this notice, we may be limited in our ability to assess your application or to permit you to continue providing services to us.

### **2. What kinds of personal information do we collect and hold?**

The School will collect personal information that is reasonably necessary for its functions or activities. This may include information that the School requires to satisfy the School's legal obligations and duty of care, including under the relevant education Acts, public health and child protection laws.

If you are applying for a contractor position with the School, personal information likely to be collected by us includes, but is not limited to:

- your name;
- company name and ABN;
- phone number and email address;
- date of birth and age;
- contact details of next of kin;
- emergency contact numbers including doctor;
- residency status/ work visa status;
- resume, qualifications and education; and
- references.

If your application is unsuccessful, the School may still store your personal information. This may be so that we can consider you for future contracting opportunities as they arise, or otherwise if considered reasonably necessary for our functions or activities. Our retention of this personal information is covered by the *Privacy Act 1988* (Cth) (**the Act**) and our Privacy Statement which can be reviewed at our website.

Throughout your engagement with us, we are also likely to collect additional personal information about you including, but not limited to:

- passport or other evidence of identity;
- bank account number;
- photographs;
- commencement date; and
- blue cards.

We collect your personal information directly from you (including from your resume), as well as from other sources (such as your referees, board members, committee members, volunteers, and others). If you provide us with the personal information of others (e.g., referees), we encourage you to inform them that you are disclosing that information to the School and why.

We may be required to conduct a criminal record check, and collect information regarding whether you are or have been the subject of an Apprehended Violence Order or certain criminal offences under Child Protection law.

### **3. Sensitive information**

Generally, we only collect sensitive information (that is, information about your religion, racial or ethnic origin, political opinions, criminal record, sexual orientation, health information and biometric information) if it is related to your position or services and with your consent, or if it is otherwise required by law. For example, we will collect information about your criminal record if you have one, or we may collect health information about you or ask for your vaccination status for the purposes of assessing and managing risks or legal requirements.

### **4. To Whom Does the School Disclose Information**

We may disclose your personal and sensitive information for administrative purposes, and for other purposes contemplated in this Notice. This may include to:

- personnel within BCEO;
- other BCE schools;
- government departments (including for policy and funding purposes);
- medical practitioners;
- the third party providers of our information management and storage systems (for the purpose of the providers providing services to the School in connection with the systems);
- other third parties and service providers (some of whom may be located overseas) such as those providing information technology, administrative, financial and other services to the School for example invoice and supplier management;
- anyone to whom BCE is required or authorised to disclose the information to by law, including child protection laws, or to exercise a duty of care; and

for other purposes as set out in [BCE's Privacy Statement](#) or that you authorise.

### **5. Storage and/ or Disclosure**

Your personal information will be stored and disposed of in accordance with our Privacy Statement, which is accessible via our website.

The School may disclose personal information to overseas recipients in certain circumstances, for instance, to service providers who may be located overseas.

The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and personnel/contractor management, or other software and service providers. Some limited personal information may be provided to these service providers to enable them to authenticate users that access their services and provide technical support. This personal information may reside on a cloud service provider's servers which may be situated outside Australia (for example, some personal information relating to our contractors is held on a third party service provider's server in the USA). Further information about the School's use of an online or 'cloud' services provider is contained in the School's Privacy Statement.

### **6. Your Rights and How to Make a Complaint**

The School's Privacy Statement, accessible on the School's website, contains details of how you may seek access to and correction of your personal information which the School holds, as well as how you can make a privacy complaint and how we will handle the complaint.

### **7. Update**

This notice was last updated in October 2023. This notice does not form part of your contract with us and does not impose any binding obligations on us. We may vary this notice from time to time.