



## Privacy Policy – Contractor/Volunteer Collection Notice

1. In applying to provide your services you will be providing Westminster School with personal information. We can be contacted at 1-23 Alison Avenue, Marion; via email at [ws@westminster.sa.edu.au](mailto:ws@westminster.sa.edu.au) or by phone on 08 8276 0276
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will 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
4. Access to this information may be available to you if you ask the School for it.
5. We will not disclose this information to a third party without your consent.
6. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

This Collection Notice is to be read in conjunction with the School's Privacy Policy which is available on the School's internet site, [www.westminster.sa.edu.au](http://www.westminster.sa.edu.au), or from the School office.