



Presbyterian Ladies' College

M E L B O U R N E

PRIVACY COLLECTION NOTICE **Contractors and Service Providers**

Presbyterian Ladies' College (PLC or the College) collects personal information about independent contractors, consultants and service providers engaged to provide services to the College. As contractors are not employees, the Privacy Act 1988 (Cth) applies in full to the collection and handling of your personal information.

What we collect

We collect personal, sensitive and health information, which may include:

- Names, business and personal contact details
- ABN, company or trading information
- Working With Children Check (WWCC) information
- Identity, background check and insurance information
- Professional qualifications, registrations and licences
- Financial and banking information for payment purposes
- Health information relevant to your work at the College

Why we collect it

The primary purposes for collection are to:

- Assess suitability and manage your engagement as a contractor
- Verify qualifications, registrations and suitability to work with children where applicable
- Process payments and meet financial reporting obligations
- Manage contractual, insurance and legal obligations
- Comply with child safety obligations.

This collection is required or authorised by law, including:

- Privacy Act 1988 (Cth) and the Australian Privacy Principles
- Workers Screening Act 2020 (Vic) where applicable
- Child Wellbeing and Safety Act 2005 (Vic) where applicable
- Occupational Health and Safety Act 2004 (Vic)

If you do not provide the information

Failure to provide requested information may prevent the College from engaging you or continuing your engagement, particularly where information is required to verify your suitability, qualifications or compliance with child safety requirements.

Who we may share it with

We may disclose personal information to:

- Working With Children Check administrators
- Professional registration and licensing bodies
- Financial, legal and insurance service providers
- Government and regulatory bodies as required by law
- Anyone to whom we are required or authorised to disclose by law

Overseas disclosure

Some of our service providers may store or process personal information on servers located outside Australia, including in the United States, Singapore and the European Union and as such, may not be subject to equivalent privacy laws. We take reasonable steps to ensure these providers are bound by privacy obligations consistent with the Australian Privacy Principles. Further detail is in our Privacy Policy.

Your rights

You may request access to, or correction of, the personal information we hold about you by contacting our Privacy Officer. Where a request is refused, we will explain why and how you may complain. You may also lodge a

complaint with the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au or, for health information, with the Health Complaints Commissioner (Victoria) at www.hcc.vic.gov.au.

Terms used in this Privacy Collection Notice have the meanings given to them in the glossary set out in our Privacy Policy.

For full detail on how we handle personal information - including storage, security, data breach response and overseas disclosure - refer to our Privacy Policy available at www.plc.vic.edu.au.

Privacy Officer - Presbyterian Ladies' College

Address: 141 Burwood Highway, Burwood VIC 3125

Email: privacy@plc.vic.edu.au

Tel: (03) 9808 5811

Privacy Policy: www.plc.vic.edu.au → Reports & Policies → Privacy Policy