



Catholic Ladies' College

EMPLOYMENT COLLECTION NOTICE

In accordance with the Commonwealth Privacy Act, Catholic Ladies' College provides you with the following details concerning our handling of personal information relating to your application for employment.

1. In applying for a position you will be providing Catholic Ladies' College with personal information. We can be contacted at 19 Diamond Street, Eltham Vic 3095 on any matter relating to privacy. Phone: 03 9439 4077.
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 for employment. We may keep this information on file for 12 months if your application is unsuccessful, in case another position becomes available, and then it will be destroyed.
3. The College's Privacy Policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. We will not usually disclose this information to a third party without your consent. We may, if requested by the organisations, disclose this kind of information to the following types of organisations:
 - Other Catholic schools who may be recruiting staff
 - Catholic Education Offices for the purposes of informing Catholic schools of persons seeking employment
5. It is our policy to collect information from any previous employers in Catholic education. If we wish to contact previous Catholic education employers not named by you as a referee, we will contact you specifically to obtain your consent. If you decline consent, this may prejudice your application.
6. We are required to collect information under Victorian Child Protection laws. Employees who are not registered teachers are required to have a current and valid Working with Children Check (WWCC), and a National Criminal History Record Check.
7. The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
8. 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 College does not usually disclose the information to third parties.
9. If you are employed by Catholic Ladies' College, the personal information that we collect about you will become part of your employee record and will be handled in accordance with the School's employee policies.
10. The College reserves the right to refer to other referral sources for employment verification.