



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 [and sensitive 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 also collect personal information [including sensitive information] about you from others such as your referees. 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. We are required to conduct checks and 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 which we will ask for. We may also collect other personal information about you in accordance with these laws.
4. The College's Privacy Policy, accessible via the CLC website, or by request from the school office, contains details of how you may complain about a breach of the Australian Privacy Principles (APPs) and how you may seek access to and correction of personal information collected about you. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
5. We will not usually disclose this information to a third party without your consent unless otherwise permitted. We usually disclose this kind of information to the following types of organisations:
 - Catholic Education Offices for the purposes of informing Catholic schools of persons seeking employment
6. We may disclose your personal information to the Catholic Education Commission of Victoria Ltd (CECV), Catholic Education Offices, and service providers that provide services in connection with staff administration systems.
7. 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.
8. The school may use cloud computing service providers to store personal information (including sensitive information). The cloud service provider's servers may be located outside Australia. This may mean that personal information is stored or processed outside Australia.
9. The College may also from time to time use third party online service providers (including for the delivery of third party online applications, or Apps relating to email and instant messages, such as Google's G Suite, including Gmail) which may be accessible by you. Some personal information may be collected and processed or stored by these providers in connection with these services. These online service providers may be located in or outside Australia.
9. The College makes reasonable efforts to be satisfied about the security of any personal information that may be collected, processed and stored outside Australia in connection with these third party services and will endeavour to ensure the cloud is located in countries with substantially similar protections as the APPs.

The College's Privacy Policy contains further information about its use of cloud and other third party service providers and their overseas locations.



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10. Where personal and sensitive information is held or processed by a cloud or online service provider on behalf of CECV to facilitate HR and staff administrative support, this information will be stored on servers within Australia. This includes the Integrated Catholic Online System (ICON).
11. If you provide us with the personal information of others, we encourage you to inform that that you are disclosing that information to the College and why and to refer them to the College's Privacy Policy for further details.
12. 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 law and employee policies.
13. Employee information is generally exempt from the *Privacy Act 1988*. Other requirements (eg staff contracts and other College policies) may contain confidentiality clauses or other restrictions on the entities that employee information can be disclosed to.