Privacy Employment Collection Notice

1. In applying for this position you will be providing the Catholic Education Office with personal information. We can be contacted as follows:

   The Assistant Director (People and Culture)
   Catholic Education Office
   PO Box 179
   Torrensville Plaza  SA  5031

   Phone:   (08) 8301 6600
   Facsimile:   (08) 8301 6611
   Email:  lucy.brodie@cesa.catholic.edu.au

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.

3. The Catholic Education Office’s Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principals 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 specific 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

   If you do not wish the information to be disclosed to any of these organisations, could you please let us know in writing as soon as possible using the above contact details.

5. We usually disclose your personal information as a matter of routine for good character screening purposes.

6. If you are a teacher, we usually disclose your personal information to the Teacher Registration Board for the purpose of ascertaining that you are a registered teacher.

7. It is our policy to collect information from any previous employers. If we wish to contact previous 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. We are required to conduct a criminal record check and collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.

9. The Catholic Education Office may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.

10. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the Catholic Education Office and why, that they can access that information if they wish and that the Catholic Education Office does not usually disclose the information to third parties.
