

## ***(On School Letterhead)***

### **Privacy – Employment Collection Notice**

**The following information (with a copy of the school's Privacy Policy) should be provided to all prospective employees**

1. In applying for this position you will be providing [name of School] with personal information.
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 if your application is unsuccessful in case another position becomes available.
3. The School'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 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
  - Catholic Education Offices for the purpose of informing Catholic schools of persons seeking employment

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 to the Catholic Education Office 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 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. 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 School 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 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.