

Privacy



Employment Collection Notice

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

The Assistant Director (People, Leadership and Culture)
Catholic Education Office
PO Box 179 Torrensville Plaza SA 5031
Phone: (08) 8301 6600
Email: recruitment@cesa.catholic.edu.au

2. We collect your personal information directly from you (for example, your name and address or information contained on your resume). We may also collect it from other sources (such as your referees and the results of criminal background and working with children checks). We 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 [CEO's Privacy Policy](#), contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which the CEO has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others or where the CEO is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, having regards to the grounds for refusal, it would be unreasonable to provide reasons).
4. We will not 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 schools who may be recruiting staff
5. 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.*
6. The CEO may use online or 'cloud' service providers to store personal information and to provide services to the CEO that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the CEO's use of on online or 'cloud' service providers is contained in the CEO's Privacy Policy.*
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the CEO and why.

*If applicable