



EMPLOYMENT COLLECTION NOTICE

1. In applying for this position you will be providing St Columba's College with personal information. We can be contacted at 2 Leslie Road, Essendon on telephone 03 9337 5311.
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 if your application is unsuccessful in case another position becomes available. If you do not wish us to keep your application, please let us know. If the personal information we request on the application form is not provided, we may not be able to consider your application.
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 College's website, or by request from the College office, contains details of how you may complain about a breach of the Australian Privacy Principles (APPs) or how you may seek access to and correction of personal information collected about you. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. We will not disclose this information about you to a third party without your consent unless otherwise permitted. We may disclose your personal information to the following types of organisations: other schools, State and Federal Government Departments, the Catholic Commission for Employment Relations, the Catholic Education Commission of Victoria, the Diocese of Melbourne and parishes, schools within other diocese, our insurers and medical practitioners.
6. The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. 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 messaging, 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.
8. 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.

9. 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).
10. If you provide us with the personal information of others, we encourage you to inform them:
 - that you are disclosing that information to St Columba's College and why.
 - that they can access that information if they wish.
 - that St Columba's College does not usually disclose the information to third parties.
 - and to refer them to the College's Privacy Policy for further details.
11. If you are employed by St Columba's College, the personal information that we collect and hold about you will become part of your employee record and will be handled in accordance with the law and clause 6 of this notice.
12. 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.



Ms Rita Grima
Principal
St Columba's College

2019