

# Employment Application Collection Notice

1. In applying for a position you will be providing Penola Catholic College with personal information. We can be contacted 9301 2777.
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 also collect personal 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.
3. The College's Privacy Policy, accessible via the College's website, or by request from the College 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.
4. 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.
5. 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.
6. Where personal and sensitive information is held or processed by a cloud or online service provider to facilitate HR and staff administrative support, this information will be stored on servers within Australia.
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 College and why and to refer them to the College's Privacy Policy for further details.
8. If you are employed by Penola Catholic 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.
9. Employee information is generally exempt from the *Privacy Act 1988*. Other requirements (e.g. staff contracts and other College policies) may contain confidentiality clauses or other restrictions on the entities that employee information can be disclosed to.

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