

## EMPLOYMENT COLLECTION NOTICE POLICY

### Guidelines:

1. In applying for a position with Marymede Catholic College you will be providing the College with personal information. We can be contacted at 60 Williamsons Road, South Morang Vic 3752 or Phone 03 9407 9000 or [principal@marymede.vic.edu.au](mailto:principal@marymede.vic.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. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The School's Privacy Policy is accessible via the school website, or by request from the school office. The policy contains details of how you may complain about a breach of the Australian Privacy Principles (APPs) or how you may seek access to or correction of personal information collected about you. However, there may be occasions when access is refused such as where access would have an unreasonable impact on the privacy of others.
4. We may disclose your personal information to the Catholic Education Commission of Victoria Ltd (CECV), Catholic Education Offices, and support vendors that provide services around staff administration systems.
5. The College may store personal information in the 'cloud', which may mean that it resides on servers of third party cloud service providers situated outside Australia.
6. We are required to 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. We may also collect other personal information about you in accordance with these laws.
7. Where personal and sensitive information is retained by a 'cloud' 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).

8. If you provide us with the personal information of others, encourage you to inform them that you are disclosing that information to the School and why. Also, that they can request access to and correction of that information if they wish, and to refer them to the School's Privacy Policy for further details about such requests and how the School otherwise handle personal information it collects.
9. If you are employed by Marymede Catholic College, the personal information that we collect about you will become part of your employee record and will be handled in accordance with the law and clause 6 of this notice.
10. Staff information is exempt from the Privacy Act 1988. Other requirements (e.g. staff contracts, other school policies) may contain confidentiality clauses or other restrictions on the entities that staff information can be disclosed to.

Date: March 2018