Employment Collection Notice

1. In applying for this position you will be providing Sacred Heart Girls' College with personal information. We can be contacted at 113 Warrigal Road, Hughesdale, 3166, Victoria, info@shcoakleigh.catholic.edu.au, telephone 9568 5488.

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 College's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles [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 disclose this information to a third party without your consent.

5. We are required to 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 College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside 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, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

* If applicable