



SACRED HEART GIRLS' COLLEGE
EMPLOYMENT COLLECTION NOTICE - EMPLOYEE

Employment Collection Notice

1. As an employee of Sacred Heart Girls' College you have provided us with personal information. We can be contacted at 113 Warrigal Road, Hughesdale, 3166, Victoria, info@shgc.vic.edu.au, telephone 9568 5488.
2. Personal information provided to us, for example, your name and address or information contained on your resume, was collected in order to assess your application for employment. We may keep this information on file for the duration of your current employment or for future positions.
3. The College's Privacy Policy is accessible via the College website, or by request from the College 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 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. The College may disclose your personal information to service providers, including Microsoft Office 365 Applications / Google, Inc. through the School system that uses "Google Apps for Education" (GAFE) including Gmail. Consequently, your personal information may be transferred, stored and processed in the United States, or any other country where Microsoft or Google provides their services. College personnel responsible for the School system and the Catholic Education Commission of Victoria (CECV) and their service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the system and ensuring its proper use. Any personal information accessed by Microsoft Office 365 Applications or the Google App will be stored in accordance with the APPs.
5. Where personal information is held by Microsoft Office 365 Applications / GAFE it will be limited and may include:
 - Name
 - Email Address
 - Date of Birth

Personal information held by Microsoft Office 365 Applications / GAFE will be stored in accordance with the APPs.

6. We may disclose your information to the Catholic Education Commission of Victoria, Catholic Education Offices, and support vendors that provide services around staff administrative systems, but will not disclose this information to other third parties without your consent.
7. The College may store personal information in the 'cloud', which may mean that it

resides on servers which are situated outside Australia, including but not necessarily limited to, the United States. The College uses the services of third party online providers which may be accessible by you. The College has made reasonable efforts to be satisfied about the security of any personal information stored outside Australia as not all countries are bound by laws which provide the same level of protection for personal information provided by the APPs.

8. 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.
9. Where personal and sensitive information is retained by the CECV by a cloud service provider 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 have provided us with the personal information of others, we encourage you to inform them that you have disclosed this information to the College and why, so they may access the information if they wish and that the College does not usually disclose the information to third parties.
11. As an employee of Sacred Heart Girls' 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.
12. 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.

Please complete and sign below to confirm that you consent to this disclosure, processing and storage of your personal information.

Employee Name: _____

Signed: _____ Date: _____

Reviewed: February 2018

Next Review Date: February 2019