



## **EMPLOYMENT NOTICE – COLLECTION OF PRIVATE INFORMATION**

This notice forms part of the St Andrew's Anglican College Privacy Policy regarding the collection of personal and sensitive information relative to employment. Please refer to our Privacy Policy for further information.

All applications for job positions within St Andrew's Anglican College will be treated in the following manner:

1. If you provide us with personal information, for example your name and address or information provided on your resume or curriculum vitae, we will collect this information in order to assess your application.
2. We may store this information on file.
3. You may seek access to personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include circumstances 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; however we may disclose this information to the following types of organisations:
  - Australian Taxation Office
  - Queensland College of Teachers/Queensland Board of Teacher Registration
  - Public Safety Business Agency
  - Director of Professional Standards, Anglican Church Southern Queensland
5. We will conduct criminal record and child protection checks.
6. The interview panel will discuss your application with nominated referees. The College also reserves the right to consult with other persons who may have knowledge of your experience, this is at the Principal's discretion.
7. If you provide us with 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 the information if they wish
  - That the College does not usually disclose the information to third parties
  - That we may store their information