

# EMPLOYMENT APPLICATION COLLECTION NOTICE

1. In applying for this position, you will be providing Emmanuel College with personal information. We can be contacted via PO Box 5, Altona North, VIC 3025; [principal@ecmelb.catholic.edu.au](mailto:principal@ecmelb.catholic.edu.au) or, (03) 8325 5100
2. If you provide us with personal or sensitive 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. 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 Check which we will ask for. We may also collect other personal information about you in accordance with these laws.
4. Emmanuel College's Privacy Policy, accessible via the College website, or by request from College Reception, 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 of the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
5. We will not disclose this information to a third party without your consent unless otherwise permitted.
6. 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.
7. Emmanuel College makes reasonable efforts to be satisfied about the security of any personal information that may be collected, processed and stored outside Australia in connection with these third-party services and will endeavour to ensure the cloud is located in countries with substantially similar protections as the APPs. The Emmanuel College Privacy Policy contains further information about its use of cloud and other third-party service providers and their overseas locations.
8. Where personal and sensitive information is held or processed by a cloud or online service provider on behalf of CECV to facilitate HR and staff administrative support, this information will be stored on services within Australia. This includes the Integrated Catholic Online System (ICON).
9. 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 Emmanuel College Privacy Policy for further details.

10. If you are employed by Emmanuel 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.
  
11. 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.

<b>Policy</b>	29. Employment Collection Notice
<b>Date Updated</b>	September 2024
<b>Updated by</b>	Leadership Team
<b>Review Due</b>	2025