



EMPLOYMENT COLLECTION NOTICE POLICY

Guidelines

1. In applying for a position, you will be providing Marymede Catholic College with your personal information. Our contact details are: 60 Williamsons Road, South Morang Vic 3752; Phone (03) 9407 9000; email: principal@marymede.vic.edu.au
2. If you provide us with personal information, for example information including your name and address as contained in your Curriculum Vitae, this information will be collected in order to assess your application for employment. We may keep this information on file if your application is unsuccessful, however your application will be destroyed once the position has been filled.
3. The College's Privacy Policy contains details of how you may complain about a breach of the 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. We usually disclose this kind of information to the following types of organisations: Seek, The Catholic Education Office and The Catholic Education Commission.
5. We are required to conduct a criminal record check 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.