



EMPLOYMENT COLLECTION NOTICE

1. This Employment Collection Notice is from the College's and Mercy Education's Privacy Policy and outlines how St Aloysius College, Adelaide uses and manages personal information provided to or collected by it by job applicants. St Aloysius College, Adelaide is bound by the National Privacy Principles contained in the Commonwealth Privacy Act 1988. The type of information St Aloysius College, Adelaide collects and hold includes (but is not limited to) personal information, including sensitive information, about job applicants.
2. This application of the Privacy Policy does not apply and the National Privacy Principles does not bind St Aloysius College, Adelaide in relation to a school's treatment of an employee record, where the treatment is directly related to the current or former employment relationship between the school and employee.
3. In applying for this position, you will be providing St Aloysius College, Adelaide with personal information. We can be contacted at 53 Wakefield Street, Adelaide (08) 8217 3200, registrar@sac.sa.edu.au
4. 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.
5. 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, or correction of personal information collected about you. However, there may be occasions when access is refused such as where access would have an unreasonable impact on the privacy of others.
6. We will not usually disclose this information to a third party without your specific consent. We may, if requested by the organisations, disclose this kind of information to the following types of organisations:
 - other Catholic schools who may be recruiting staff
 - Catholic Education Commissions,
 - Catholic Education Offices and
 - support vendors that provide services around staff administration systems.If you do not wish the information to be disclosed to any of these organisations, please let us know in writing as soon as possible using the above contact details.
7. If you are a teacher, we usually disclose your personal information to the Teacher Registration Board for the purposes of ascertaining that you are a registered teacher.
8. It is our policy to collect information from any previous employers in Catholic education. If we wish to contact previous Catholic education employers not named by you as a referee, we will contact you specifically to obtain your consent. If you decline consent, this may prejudice your application.
9. We are required to collect information under 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.
10. Where personal and sensitive information is retained by a 'cloud' service provider to facilitate HR and staff administrative support, this information will be stored on servers within Australia.
11. If you provide the College with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why. Also that they can request access to and correction of that information if they wish, and to refer them to the College's Privacy Policy for further details about such requests and how the College otherwise handles personal information it collects.
12. If you are employed by St Aloysius College, Adelaide, 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 8 of this notice.
13. Staff information is exempt from the *Privacy Act 1988*. Other requirements (eg - staff contracts, other college policies) may contain confidentiality clauses or other restrictions on the entities to whom staff information can be disclosed.