



Holy Spirit Community School

EMPLOYMENT COLLECTION NOTICE

This employment collection notice is an extract from the document *Privacy Compliance Manual*, prepared by Minter Ellison Lawyers for schools and systems represented by the National Catholic Education Commission. The document was made available to Catholic schools in Victoria in November 2013.

For further information about this notice, refer to Section 9, page 29, of the *Privacy Compliance Manual*.

Employment Collection Notice

1. In applying for this position you will be providing **Holy Spirit Community School** with personal information. We can be contacted **at 120 Oban Road, North Ringwood** or at hspirit@hsringwoodnth.catholic.edu.au, telephone: 9876 1103.
2. 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.
3. The School'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.
5. We are required to conduct a criminal record check, 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 School 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 School and why, so that they can access that information if they wish, and that the School does not usually disclose the information to third parties.*

* If applicable