



Privacy Employment Collection Notice

1. In applying for this position you will be providing Catherine McAuley School with personal information. We can be contacted as follows:

address:	Catherine McAuley School 210 Adams Road Craigmore SA 5114
email:	info@cms.catholic.edu.au
telephone:	(08) 8259 4700
2. We collect your personal information directly from you (for example, your name and address or information contained on your resume). We may also collect it from other sources (such as your referees and the results of criminal background and working with children checks). We 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, accessible on the School's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which the School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others or where the School is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, having regards to the grounds for refusal, it would be unreasonable to provide reasons).
4. We will not disclose this information to a third party without your consent unless otherwise permitted. We usually disclose this kind of information to the following types of organisations [eg support vendors that provide services around staff administration systems].
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 use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the School's use of on online or 'cloud' service providers is contained in the School's Privacy Policy.*
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.

* If applicable