



# Employment Collection Notice

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1. In applying for this position you will be providing Aquinas College with personal information. Our contact information is: Great Ryrie St., Ringwood, Vic 3134; employment@aquinas.vic.edu.au; Phone 9259 3000.
2. If you provide us with personal information and 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 including sensitive 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 Record Check which we will ask for. We may also collect other personal information about you in accordance with these laws.
4. The College's Privacy Policy is accessible via the College website, or by request from the College office and contains details of how you may complain about a breach of the Australian Privacy Principles (APPs) and how you may seek access to or correction of personal information collected about you. However, access may be refused in certain circumstances, such as where access would have an unreasonable impact on the privacy of others. Any access or correction refusals will be notified in writing with the reasons if appropriate.
5. 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.
6. The College may use cloud computing service providers to store personal information (including sensitive information). The cloud service provider's servers may be located outside Australia. This may mean that personal information is stored or processed outside Australia.
7. The College may also from time to time use third party online service providers to provide it with services that involve the processing of personal information, such as services relating to email, instant messaging and education and assessment applications (Apps). Limited personal information may be collected and processed or stored by these providers in connection with these services. These third party service providers may be located in or outside Australia. This may mean that personal information is collected and stored or processed outside Australia.
8. The College has made reasonable efforts to be satisfied about the protection of any personal information that may be collected, processed and stored outside Australia, as not all countries are bound by laws which provide the same level of protection for personal information as the APPs. The College's Privacy Policy contains further information about its use of cloud and other third party service providers and their overseas locations.

9. 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 servers within Australia. This includes the Integrated Catholic Online System (ICON).

10. 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 College's Privacy Policy for further details.

11. If you are employed by Aquinas 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.

12. 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.