

Victory Lutheran College is committed to protecting the privacy of individuals. This Employment Collection Notice explains how we collect, use, disclose and store personal information in connection with employment at the College.

This notice applies to personal information collected before, during and after your employment or engagement with the College.

What personal information we collect

We may collect personal information including:

- a) Identification details (name, address, date of birth, contact details)
- b) Employment and professional information (curriculum vitae, qualifications, employment history, interview notes and references)
- c) Teacher registration details (Victorian Institute of Teaching or equivalent, where applicable)
- d) Working With Children Check details
- e) Payroll, taxation and superannuation information (including bank details and TFN)
- f) Emergency contact details
- g) Health and medical information relevant to your role, including information required to meet workplace health and safety obligations
- h) Performance, conduct and disciplinary records
- i) Training records and professional development information
- j) Images or recordings (e.g. staff ID photos, CCTV footage where installed)

Sensitive information (such as health information) is only collected where reasonably necessary and is handled in accordance with Victorian and Commonwealth privacy laws.

How we collect personal information

We collect personal information directly from you when you:

- a) Apply for a position or role
- b) Provide documentation or complete forms
- c) Participate in recruitment, induction, training or performance processes
- d) Communicate with the College during your employment or engagement (such as face to face, phone, emails)

We may also collect personal information from third parties where permitted or required by law, including:

- a) Referees
- b) Previous employers
- c) The Victorian Institute of Teaching
- d) The Department of Education or other government agencies
- e) Working With Children Check authorities

Why we collect and use personal information

We collect, use and hold personal information to:

- a) Assess your suitability for employment or engagement
- b) Employ, engage, roster and remunerate you
- c) Meet legal, regulatory and child-safety obligations
- d) Comply with the Victorian Child Safe Standards
- e) Manage workplace health, safety and wellbeing

- f) Support performance management, training and professional development
- g) Investigate incidents, complaints, misconduct or reportable conduct matters
- h) Maintain accurate employment and operational records

Disclosure of personal information

We may disclose personal information to:

- a) Government departments and regulators (including the Victorian Department of Education, VIT, WorkSafe Victoria, and child-safety authorities)
- b) Superannuation funds, payroll providers and insurers
- c) Medical or emergency services where required
- d) Professional advisers (such as auditors or legal advisers)
- e) Other parties where required or authorised by law

Personal information is not sold or used for marketing purposes.

Storage, security and retention

The College takes reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure. Information is stored securely in electronic and/or physical systems and is retained in accordance with legislative and record-keeping requirements.

Access and correction

You may request access to, or correction of, your personal information by contacting the College using the details below. Requests will be managed in accordance with our Privacy Policy (available on the College website) and applicable Victorian and Commonwealth privacy laws.

Privacy complaints

If you have concerns about how your personal information has been handled, you may lodge a complaint with the College. Complaints will be handled in line with our Privacy Policy. If you are not satisfied with the outcome, you may contact the:

- Office of the Victorian Information Commissioner (OVIC) on 1300 006 842 or the
- Office of the Australian Information Commissioner (OAIC) (where applicable) on 1300 363 992

Contact details

The Privacy Officer

Victory Lutheran College, PO Box 822, Wodonga, Victoria, 3690

Email: privacy@vlc.vic.edu.au

Document Administration

This document will be reviewed three years, or as new legislation comes into effect.

| Responsible Person/s | Approver | Date Approved | Next Review |
|---------------------------------------|-----------|---------------|-------------|
| HR Officer, Risk & Compliance Officer | Principal | March 2026 | March 2029 |

| Date Updated | Version | Summary of Changes | Updated By |
|--------------|---------|---------------------------------------------|---------------------------|
| Unknown | 1 | New document | |
| March 2026 | 2 | Reviewed in accordance with Privacy Policy. | Risk & Compliance Officer |