



### Employment Collection Notice

In applying for employment at St Ursula's College (the college) you will be providing the college with personal information, for example your name, address and other information contained in your application.

In order to assess your application for employment, the college collects your personal information. If we cannot collect some of your personal information, we may be limited in our ability to assess your application.

We collect your personal information directly from you as well as from other sources such as your referees and the results of criminal background and working with children checks.

We may keep your information on file if your application is unsuccessful in case another position becomes available.

If you provide the college with the personal information of others (e.g. referees), we encourage you to inform them that you are disclosing that information to the college and that the information is to be used solely in connection with your application for employment.

In applying for employment, you agree that you will not seek access to references provided by third parties or to confidential notes or reports made by us relating to your application for employment. We seek your agreement in this regard to ensure that referees are not inhibited from providing complete and accurate references as to your suitability for the position.

We may disclose your personal information to support vendors that provided services around staff administration systems. These third parties may be located outside Australia. The college may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as email services. Some limited personal information may be provided to these service providers to enable them to authenticate users that access their services and provide technical support. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about the College's use of online or 'cloud' service providers is contained in the College's Privacy Policy.

The College's Privacy Policy, accessible on the college website, contains details of how you may seek access to and correction of your personal information which the college holds, as well as how you can make a privacy complaint and how we will handle the complaint.

I agree with the above conditions and certify that the information in this application is true, to the best of my knowledge. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_