



MARIAN COLLEGE
196 Glengala Road, Sunshine West 3020
Phone 9363 1711 Fax: 9363 2386
www.mariansw.catholic.edu.au



EMPLOYMENT COLLECTION NOTICE

1. In applying for this position you will be providing Marian College with personal information. We can be contacted at:
 - Address: 196 Glengala Rd West Sunshine 3020
 - Phone Number: 03 9363 1711
 - Email: principal@mariansw.catholic.edu.au
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 is accessible via the school website, or by request from the school office. The policy contains details of how you may complain about a breach of the Australian Privacy Principles (APPs) or how you may seek access to or correction of personal information collected about you. However, there may be occasions when access is refused such as 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 may disclose your personal information to the Catholic Education Commission of Victoria Ltd (CECV), Catholic Education Offices, and support vendors that provide services around staff administration systems.
6. We are required to 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. We may also collect other personal information about you in accordance with these laws.*
7. The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
8. 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. Also that they can request access to and correction of that information if they wish, and to refer them to the School's Privacy Policy for further details about such requests and how the School otherwise handle personal information it collects.
9. If you are employed by Marian College, the personal information that we collect about you will become part of your employee record and will be handled in accordance with the law and clause 6 of this notice.
10. Staff information is exempt from the *Privacy Act 1988*. Other requirements (e.g. staff contracts, other school policies) may contain confidentiality clauses or other restrictions on the entities that staff information can be disclosed to.

** If applicable*