Employment Information Collection Notice

1. In applying for a position you will be providing Bishop Druitt College with personal information. We can be contacted using the information provided at the top of this notice.

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 for a period of 12 months if your application is unsuccessful in case another position becomes available.

3. The school’s privacy policy contains details on how you may complain about a breach of the Australian Privacy Principles or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

4. We will not disclose personal information collected about you to a third party without your consent.

5. We are required to collect information under child protection laws. We may also collect personal information about you in accordance with these laws.

6. The school may store personal information in the ‘cloud’, which may mean that it resides on servers which are situated outside Australia.

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 college and why; that they can access that information if they wish; and that the college does not usually disclose the information to third parties.

Alan Ball
Principal
April 2014