



**ST EDMUND'S COLLEGE**  
CANBERRA · EST 1954

## **INFORMATION COLLECTION NOTICE – JOB APPLICANTS**

*Approved by the St Edmund's College Leadership Team 20 March 2018*

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1. St Edmund's College collects personal information, including sensitive information about job applicants. This includes information provided in your job application, in the course of conversation or as collected from third parties on your behalf, such as employment referees. The primary purpose of collecting this information is to enable the College to consider your application for employment with the St Edmund's College.
2. Some of the information the St Edmund's College collects is to satisfy our legal obligations, particularly to enable the College to discharge its duty of care to enrolled students.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
4. In order to consider your application for employment and to facilitate and manage your employment relationship with St Edmund's College, you consent to our collecting personal information about you from recruitment agencies, law enforcement agencies for criminal checks and working with vulnerable people/children checks, educational institutions to verify your qualifications, and other individuals or businesses we contact, for the purpose of reference-checking as agreed with you
5. The personal information that is collected about you will be stored securely in a recruitment record. If you are successful and become an employee then an employee record will be created and the personal information we have collected will be stored in this file. Employee records are exempt from the Australian Privacy Principles (APPs) under the Privacy Act 1988.
6. If you are not offered a position or if you decline an offer of a position at the St Edmund's College the information stored in your recruitment record will be stored for 12 months, unless you advise us to destroy the records at an earlier time. At this time, the St Edmund's College will take reasonable steps to destroy or de-identify the information as appropriate.
7. St Edmund's College may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:
  - a. government departments;
  - b. people providing administrative and financial services to the St Edmund's College;
  - c. anyone you authorise the St Edmund's College to disclose information to; and
  - d. anyone to whom the St Edmund's College is required or authorised to disclose the information to by law, including under child protection laws.

8. Failure to provide the information to St Edmund's College will affect our ability to evaluate your application and may result in the recruitment process not proceeding.
9. St Edmund's College may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia.
10. The St Edmund's College Privacy Policy contains further information about its use of cloud and other third-party service providers and any of their overseas locations.
11. The St Edmund's College's Privacy Policy is accessible via the [College website](#) or from the St Edmund's College Reception office. The Policy sets out how job applicants and employees may seek access to, and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, or may result in a breach of the St Edmund's College's duty of care obligations. Any refusal will be notified in writing with reasons if appropriate.
12. St Edmund's College's Privacy Policy also sets out how job applicants and employees can make a complaint about a breach of the APPs and how the complaint will be handled.
13. If you provide St Edmund's College with the personal information of others, such as other employment referees, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to St Edmund's College and why, that they can request access to and correction of that information if they wish and to also refer them to the College's Privacy Policy for further detail about such requests and how the St Edmund's College otherwise handles personal information it collects and complaints it receives.