



Employment collection notice

1. In applying for this position, you will be providing Saint Ignatius' College Riverview Limited with personal information. We can be contacted at:

Saint Ignatius' College Riverview
Tambourine Bay Road, Lane Cove NSW 2066
info@riverview.nsw.edu.au
(02) 9882 8222

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 College's Privacy Policy, accessible on the College's website, contains details of how you may complain about a breach of the Australian Privacy Principles (APP) and how you may seek access to and correction of your 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.
4. We may disclose your personal information to any part of our organisation where you are placed for work and to support vendors that provide services around staff administration systems, but will not disclose this information to a third party without your consent, where such consent has not already been given in this declaration.
5. The College is required to collect information under child protection laws, for the purposes of a pre-employment criminal record check and obtaining clearance from the New South Wales Office of the Children's Guardian prior to any employment offer.
6. 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 also be provided to these service providers to enable them to authenticate users that access their services. We have made reasonable efforts to be satisfied about the security of any personal information stored outside Australia as not all countries are bound by the laws which provide the same level of protection for personal information provided by the APPs.
7. If you provide us with the personal information of others, for example a referee, we encourage you to inform them that you are disclosing that information to the College and why and that they can access that information if they wish.
8. If you are employed by us, the personal information that we collect about you will become part of your employee record and will be handled in accordance with the law. Employee records are exempt by privacy laws.