



# Employment collection notice

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1. In applying for this position, you will be providing Saint Ignatius' College Riverview Limited with personal information. We can be contacted at:  
Staff Services  
Saint Ignatius' College Riverview  
Tambourine Bay Road, Lane Cove NSW 2066  
[employment@riverview.nsw.edu.au](mailto:employment@riverview.nsw.edu.au)  
(02) 9882 8222
  2. We collect your personal information directly from you (for example, your name and address or information contained on your resume). We may also collect it from other sources (such as your referees and the results of criminal background and working with children checks). We collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful for a minimum period of one year.
  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 or where the College is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, having regards to the grounds for refusal, it would be unreasonable to provide reasons).
  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 for the purposes of a pre-employment criminal record check regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offenses under Child Protection Laws. We may also collect personal information about you in accordance with these laws.
  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. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. 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. Further information about the College's use of on online or 'cloud' service providers is contained in the College's Privacy Policy.
  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.