

Employment Collection Notice
(For job applicants)



Employment Application Collection Notice

- In order to assess your application for employment, St Mark's College collects your personal information. If we cannot collect some of your personal information, we may be limited in our ability to assess your application.
- We collect your personal information directly from you (including from your resume), as well as from other sources (such as your referees and the results of criminal background and working with children checks). We may keep your information on file if your application is unsuccessful in case another position becomes available.
- We are required to conduct a criminal record check, collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences, under Child Protection laws.
- We may disclose your personal information to support vendors that provide services around staff administration systems. These third parties may be located outside Australia.
- The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information, such as email services. Some limited personal information may be provided to these service providers to enable them to authenticate users that access their services and provide technical support. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the school's use of online or 'cloud' service providers is contained in the school's Privacy Policy.
- The school's Privacy Policy, accessible on the school's website, contains details of how you may seek access to, and correction of your personal information which the school holds, as well as how you can make a privacy complaint and how we will handle the complaint.
- If you provide us with the personal information of others (e.g. referees), we encourage you to inform them that you are disclosing that information to the school and why.