Assumption College Employment Collection Notice

1. In applying for this position you will be providing Assumption College with personal information. We can be contacted by email at principal.pa@assumption.vic.edu.au, phone 03 5782 1422 or post at P O Box 111, Kilmore Victoria 3764.

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 School's Privacy Policy contains details of how you may complain about a breach of the APPs 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 this information to a third party without your consent.

5. We may be 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 also collect personal information about you in accordance with these laws.

6. The College 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.