**Employment Collection Notice**

1. In applying for this position you will be providing Ave Maria College with personal information. We can be contacted at 14-22 Vida Street, Aberfeldie, Victoria 3040, by email to avemaria@avemaria.vic.edu.au or by calling 03 9331 9300.

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 Privacy Policy is accessible via the College website, or by request from the College office. The Policy contains details of how you may complain about a breach of the Australia Privacy Principles 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 may disclose your personal information to the Catholic Education Commission of Victoria, Catholic Education Offices, and support vendors that provide services around staff administration systems, but will not disclose this information to other third parties without your consent.

5. We are required to collect information under Victorian Child Protection laws. Employees who are not registered teachers are required to have a current and valid Working with Children Check (WWCC), and a National Criminal History Record Check. We may also collect other personal information about you in accordance with these laws.

6. Where personal and sensitive information is retained by the CECV, by a cloud service provider to facilitate HR and staff administrative support, this information will be stored on servers within Australia. This includes the Integrated Catholic Online System (ICON).

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.

8. If you are employed by Ave Maria College, the personal information that we collect about you will become part of your employee record and will be handled in accordance with the law and Clause 4 of this notice.

9. Staff information is exempt from the Privacy Act 1988. Other requirements (e.g. staff contracts, other school policies) may contain confidentiality clauses or other restrictions on the entities that staff information can be disclosed to.

July 2015