

## **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 3040. Phone Number is 9337 1666 and email address [mannc@avemaria.vic.edu.au](mailto:mannc@avemaria.vic.edu.au)
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.
3. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. 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. We usually disclose this kind of information to the following types of organisations: the Archdiocese of Melbourne, the Catholic Education Office, and Government and Statutory authorities to whom we are required to forward data.
5. We are required to (conduct a criminal record check) to collect information regarding whether you are or have been the subject of an AVO and certain criminal offences under Child Protection law.
6. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish, and that the School does not usually disclose the information to third parties.