

# NOTICE REGARDING THE COLLECTION OF PERSONAL INFORMATION FOR EMPLOYMENT

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This Statement is provided to you by Presbyterian Ladies' College (PLC) and refers to the reason for collecting your personal information and the way in which the information will be used by the school.

In order to assess your application for employment, PLC collects your personal information. If we cannot collect some of your personal information, we may be limited in our ability to assess your application.

1. 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 working with children checks. We may keep your information on file if your application is unsuccessful, in case another position becomes available.
2. The school's **Privacy Policy**, accessible on the College's website, contains details of how you may complain about a breach of the **Australian Privacy Principles** and how you may seek access to and correction of your personal information which the school has collected and holds. 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. Any refusal will be notified in writing with reasons if appropriate.
3. We will not disclose your information to a third party without your consent unless otherwise permitted. We may disclose your personal information to technology providers that provide services around staff administration systems. These third parties may be located outside Australia.
4. We are required to collect information under Child Protection legislation, and prior to any employment to submit it for the Working with Children Check. You must supply us with your Working With Children Check number and date of birth if you will be working directly with children in this employment.
5. The College 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 also 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. For further information please refer to the College's **Privacy Policy**.
6. The College'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 College holds, as well as how you can make a privacy complaint and how we will handle the complaint.
7. 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.