

## **PRIVACY COLLECTION NOTICE – EMPLOYMENT**

1. In applying for this position you will be providing Richmond Christian College with personal information, including sensitive information, through its process of recruiting and employing staff members. Information is collected through the job application, the interview process, reference checks made by the school and information provided with acceptance of employment by the successful applicant.
2. This information is required to assess the suitability of applicants for the job; to fulfil the legal and regulatory obligations upon the school; and to enable the school to discharge its duty of care to enrolled students. E.g. verification of Working with Children Check.
3. If you accept an offer of employment, we will ask you to provide us with information about your health. This information is collected to help the school in its duty of care to you, and if relevant our students. We recognise this is sensitive personal information.
4. The school may keep your recruitment record on file for up to twelve (12) months, in the case of unsuccessful applications and unsolicited applications, in the event of another position opening; unless you advise the school that you do not consent to the school keeping your information.
5. The personal information collected about you will be stored securely. Employee files are maintained confidentially in the school; and are exempt from the Australian Privacy Principles under the Privacy Act 1988.
6. The school may disclose personal and sensitive information for administrative, educational and support purposes. This may include to:
  - Government department
  - People providing administrative and financial services to the school
  - Anyone you authorize the school to disclose information to
  - Anyone to whom the school is required or authorized to disclose the information to by law, including under child protection laws
7. Failure to provide the information requested by the school will affect our ability to evaluate your application, and may result in the recruitment process not proceeding.
8. Employees at Richmond Christian College are required to tell us of any changes to their personal information.
9. The school may use cloud computing service providers to store personal information (which may include sensitive information). These servers may be located in or outside Australia. This means that personal information may be stored or processed outside Australia.
10. The School's Privacy Policy contains further information about:
  - how the school handles the personal information it holds
  - storage of personal information in 'cloud' computing providers
  - how to complain if you feel there has been a breach of the Australian Privacy Principles
  - how to correct, or seek access to, personal information held about you.
11. Application to access your personal information may be denied in circumstances which may impact on the privacy of others. The school shall advise of these reasons and possible alternative arrangements.
12. If you provide the school with the personal information of others, e.g. referees, medical practitioner or next of kin, 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. Refer them to the school's Privacy Policy.
13. The school's Privacy Policy is available on its website ([www.richmond.nsw.edu.au](http://www.richmond.nsw.edu.au)), or from the school. We can be contacted at: 7 Gallans Road, Ballina NSW 2478; or by phone: (02) 6686 7847.