EMPLOYMENT COLLECTION NOTICE
ST JOSEPH’S PRIMARY SCHOOL
3-5 FRANCES STREET, TWEED HEADS, NSW 2485

Date issued: March 2014
Date to be reviewed: 2018

1. In applying for this position you will be providing St Joseph’s Primary School, Tweed Heads with personal information. We can be contacted at the above address.

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 agree that we may store this information for 5 years.

4. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

5. We will not disclose this information to a third party without your consent. However we usually disclose this kind of information to the following types of organisations eg Catholic Education Office and other Diocesan schools.

6. We are 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 the Child Protection law.

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 School and why, that they can access that information if they wish, that the school does not usually disclose the information to third parties and that we may store their information for 5 years.