

# Marist College Canberra



## Employment Collection Notice

The *Privacy Amendment (Private Sector) Act 2000* came into effect on 21 December 2001. The Act regulates the way private sector organisations collect, use, keep, secure and disclose personal information. The following *Employment Collection Notice* relates to the purposes for collection of personal information.

1. In applying for this position you will be providing Marist College Canberra with personal information. We can be contacted on telephone number (02) 6286 7000.
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 six (6) months.
4. 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.
5. 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: Catholic Education Office, Catholic Education Commission and the Catholic Commission for Employment Relations.
6. We are required to conduct a criminal record check, collect information regarding whether you are or have been the subject of an AVO, and certain criminal offences under Child Protection laws.
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, that the College does not usually disclose the information to third parties and that we may store their information for six (6) months.