

# ST. PATRICK'S PRIMARY SCHOOL, KILMORE

## EMPLOYMENT COLLECTION NOTICE

*This employment collection notice has been prepared with consideration to legal advice*

### Employment Collection Notice

1. In applying for this position you will be providing St Patrick's Primary School with personal information. We can be contacted at 1 Conway St, Kilmore, Victoria 3764, [principal@spkilmore.catholic.edu.au](mailto:principal@spkilmore.catholic.edu.au) , (03) 5782 1579.
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 for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. St Patrick's Primary School Privacy Policy is accessible via the school website, or by request from the school office. The policy contains details of how you may complain about a breach of the Australian Privacy Principles (APPs) or how you may seek access to personal information collected about you. 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. St Patrick's Primary School may disclose your personal information to service providers, including Google, Inc. through the School system that uses 'Google Apps for Education' (GAFE) including Gmail. Consequently your personal information may be transferred, stored and processed in the United States, or any other country where Google provides the Google App services. School personnel responsible for the School system and the Catholic Education Commission of Victoria (CECV) and their service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the system and ensuring its proper use. Any personal information accessed by the Google App will be stored in accordance with the APPs.
5. Where personal information is held by GAFE it will be limited and may include:
  - Name
  - Email Address
  - Date of Birth

Personal information held by GAFE will be stored in accordance with the APPs.

6. We may disclose your personal information to the Catholic Education Commission of Victoria, Catholic Education Offices, and support vendors that provide services around staff administration systems, but will not disclose this information to other third parties without your consent.
7. St Patrick's Primary School may store personal information in the 'cloud', which may mean that it resides on servers, which are situated outside Australia.

The school uses the services of a third party online provider, which may be accessible by you. The school has made reasonable efforts to be satisfied about the security of any personal information stored outside Australia as not all countries are bound by laws which provide the same level of protection for personal information provided by the APPs.

8. We are required to collect information under Victorian Child Protection laws. Employees who are not registered teachers are required to have a current and valid Working with Children Check (WWCC), and a National Criminal History Record Check. We may also collect other personal information about you in accordance with these laws.
9. Where personal and sensitive information is retained by the CECV by a cloud service provider to facilitate HR and staff administrative support, this information will be stored on servers within Australia. This includes the Integrated Catholic Online System (ICON).
10. 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.
11. If you are employed by St Patrick's Primary School, the personal information that we collect about you will become part of your employee record and will be handled in accordance with the law and clause 6 of this notice.
12. Staff information is exempt from the *Privacy Act 1988*. Other requirements (e.g. staff contracts, other school policies) may contain confidentiality clauses or other restrictions on the entities that staff information can be disclosed to.