



# Adelaide Christian Schools

## EMPLOYMENT COLLECTION NOTICE

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1. In applying for this position, you will be providing the School with personal information.
2. If you provide us with personal information, for example, your name and address or information contained in your resume, we will collect the information to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available. Applications will not be kept longer than 6 weeks after an application process ends.
3. The ACS Privacy Policy, accessible on the School's website, contains details of how you may complain about a breach of the Australian Privacy Principles or how you may seek access to, or correction of, your personal information which the School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
4. We will not disclose this information to a third party without your consent.
5. We are required to conduct, or obtain a copy of, a Working with Children Check to collect information regarding whether you are or have been the subject of an AVO (Apprehended Violence Order) or an Intervention Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.
6. The School 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. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about the School's use of on online or 'cloud' service providers is contained in the School's Privacy Policy.
7. If you provide us with the personal information of others, i.e. referees, we encourage you to inform them that you are disclosing that information to the School and why.