

Employment Collection Notice

In applying for a position of employment you will be providing Brindabella Christian College with personal information. This may be in writing, in the course of conversations with you or, may be sought directly from a previous employer.

- 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.
- The College's Storage and Use of Information in the Community Policy contains details of how you may complain about a breach of the Australian Privacy Principles 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.
- The College will not disclose this information to a third party without your consent.
- The College is required to ensure that you have completed a Working With Vulnerable People check and hold registration with the ACT Teacher Quality Institute. The College may also collect personal information about you in accordance with these laws.
- The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
- If you provide the College with the personal information of others, you are encouraged to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.*

Contractor / Volunteer Collection Notice

In applying to provide services to the Brindabella Christian College, you will be providing with personal information This may be in writing, in the course of conversations with you or, may be sought directly from a previous employer.

- If you provide the College with personal information, for example your name and address or information contained on your resume, the College

will collect the information in order to assess your application. The College may also make notes and prepare a confidential report in respect of your application.

- You agree that the College may store this information beyond the term of the contract or volunteer service.
- The College's Storage and Use of Information in the Community Policy sets out how you may seek access to your personal information and how you may complain about a breach of the Australian Privacy Principles.
- The College will not disclose this information to a third party without your consent.
- The College is required to ensure that you have completed a Working With Vulnerable People check. The College may also collect personal information about you in accordance with these laws.
- The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.*
- If you provide the College with the personal information of others, you are encouraged to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.