



Employment Application Collection Notice

1. In applying for this position, you will be providing University Senior College (“USC” or “the School”) with personal information.
2. We collect your personal information directly from you (for example, your name and address or information contained in your resume). We may also collect it from other sources (such as your referees and the results of criminal background and working with children checks). We 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. The School's Privacy Policy, accessible on the School’s website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and 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 or where the School is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, having regards to the grounds for refusal, it would be unreasonable to provide reasons).
4. We will not disclose this information to a third party without your consent unless otherwise permitted.
5. We are required to conduct a criminal background check and working with children check under child protection legislation. 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 who 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 online or 'cloud' service providers is contained in the School's Privacy Policy.
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.
8. Any questions in relation to the collection, use, disclosure and retention of personal information collected by the School may be directed to the School’s Privacy Officer. Information on how to contact the Privacy Officer is provided on the School’s website.