



## PRIVACY NOTICE – EMPLOYMENT COLLECTION

1. In applying for this position you will be providing Fairholme College 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 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. We will not disclose this information to a third party without your consent unless otherwise permitted.
4. We are required to conduct a criminal record check and collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences associated under Child Protection laws. Furthermore, we may also collect personal information about you in accordance with these laws.
5. The College 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 servers 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.
6. If you provide us with the personal information associated with other people, we encourage you to inform them that you are disclosing that information to the College and why.
7. The College's Privacy Policy, accessible on the College'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. Any refusal will be notified in writing with reasons if appropriate.

Any issue you may have concerning privacy and the College can be addressed to Business Manager on 07 4688 4688 or by email: [compliance@fairholme.qld.edu.au](mailto:compliance@fairholme.qld.edu.au)