



Thank you for your interest in the advertised position at Mt St Michael's College.
In accordance with the Privacy Act, please consider the following Employment Collection Notice.

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EMPLOYMENT COLLECTION NOTICE OF PRIVATE INFORMATION

This notice forms part of the Mt St Michael's College Privacy Policy regarding the collection of personal and sensitive information relevant to employment. Please refer to our Privacy Policy or contact the Human Resource Officer for further information.

- In applying for this position you will be providing Mt St Michael's College with personal information. We can be contacted on: PO Box 208, 67 Elimatta Drive, ASHGROVE, QLD 4060, admin@msm.qld.edu.au, 07 3858 4222
- The primary purpose of collecting this information is to enable the College to consider your application for employment.
- If you do not provide the personal information requested, the College may be unable to consider your application for employment.
- 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 Privacy Policy contains details of how you may complain about a breach of Australian Privacy Principles (APP's) or how you may seek access to personal information collected about you. However, there may be occasion when access is denied. Such occasions would include where access would have an unreasonable impact of the privacy of others.
- We will not disclose this information to a third party without your consent.
- We are required to collect information regarding whether you are or have been subject to an Apprehended Violence Order and certain criminal offenses under Child Protection law. We may also collect personal information about you in accordance with these laws.
- If you provide the College with the personal information of others, such as referees or emergency contacts, we encourage you 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 disclose the information to third parties.