

STANDARD COLLECTION NOTICE FOR EMPLOYMENT APPLICANTS

FOR: Employment Applicants

Protecting your privacy and the confidentiality of your personal information is important to us. The purpose of this notice is to inform you of a range of matters relating to our ongoing collection, use and disclosure of your personal information and to seek your consent for our use and disclosure of that information in the manner described below.

1. In applying for a position on the staff of Bayside Christian College an applicant will be providing the College with personal information.
2. When an applicant provides the College with personal information, such as their name and address or information contained in their resume, the College will collect and use the information in order to assess the application. The College may also make notes or prepare a confidential report in respect of your application.
3. An applicant agrees that the College may keep and use this information for making appropriate checks and for continued communication with them for the time necessary to complete the employment process and for the applicant to be notified of the outcome. The applicant's resume/application and notes from the employment process will be kept on file if the College subsequently employs the applicant.
4. Unless specifically instructed by the applicant, the College will destroy personal information that it holds from an unsuccessful applicant at the conclusion of the employment process.
5. The College will not disclose information to a third party without the applicant's consent. However, the College assumes that the applicant consents to consultation with referees and previous employers as a necessary part of its employment process.
6. An applicant is required to declare if there may be any impediments to engagement in Child Related Employment, or has been the subject of an Apprehended Violence Order or committed certain criminal offences under Child Protection Law.
7. If an applicant provides the College with the personal information of others, we encourage the applicant to inform those persons that information has been disclosed to the College; why the information has been disclosed; and that the information can be accessed. They should be advised that the applicant's resume/application and notes from the employment process will be kept on file if the College subsequently employs the applicant. However, the College does not usually disclose any information to third parties without appropriate consent and identification being given.

The College's Privacy Policy is available on the College's public website.

For more information, please contact the Privacy Officer:

Privacy Officer
PO BOX 21
BAXTER VIC 3911