



## Employment Collection Notice

1. In applying for this position you will be providing Inaburra School with personal information. We can be contacted here:

**Inaburra School**

75-85 Billa Road

PO Box 3066

Bangor, NSW, 2234

**Phone:** 02 9543 2533

**Email:** [school@inaburra.nsw.edu.au](mailto:school@inaburra.nsw.edu.au)

2. 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.
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 personal information which the school has collected and holds. However, access maybe 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.
4. We will not disclose this information to a third party without your consent unless otherwise permitted. We usually disclose this kind of information to the following types of organisations; Australian Taxation Office, Superannuation Funds, Industry associations such as The Association of Independent Schools and NESAs.
5. We may conduct a criminal record check collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect other personal information about you in accordance with these laws.
6. The School may use online or 'cloud' service providers to store 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 cloud service provider's servers which may be situated on servers 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.