



Enter to Learn, Go out to Serve

Information Collection Notice (Job Applicants and Employees)

1. Macarthur Anglican School collects personal information, including sensitive information about job applicants. This includes information provided in your job application, in the course of conversation or as collected from third parties on your behalf, such as employment referees. The primary purpose of collecting this information is to enable the Macarthur Anglican School to consider your application for employment with Macarthur Anglican School.
2. Some of the information Macarthur Anglican School collects is to satisfy the Macarthur Anglican School's legal obligations, particularly to enable the Macarthur Anglican School to discharge its duty of care to enrolled students.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
4. In order to consider your application for employment and to facilitate and manage your employment relationship with Macarthur Anglican School, you consent to our collecting personal information about you from recruitment agencies, law enforcement agencies for criminal checks and working with children checks, educational institutions to verify your qualifications, and other individuals or businesses we contact for the purpose of reference-checking as agreed with you.
5. The personal information that is collected about you will be stored securely in a recruitment record. If you are successful and become an employee then an employee record will be created and the personal information we have collected will be stored in this file. Employee records are exempt from the Australian Privacy Principles (APPs) under the Privacy Act 1988.
6. If you are not offered a position or if you decline an offer of a position at Macarthur Anglican School the information stored in your recruitment record will be stored for 12 months, unless you advise us to destroy the records at an earlier

time. At this time, the Macarthur Anglican School will take reasonable steps to destroy or de-identify the information as appropriate.

7. Macarthur Anglican School may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:

- government departments;
- people providing administrative and financial services to the Macarthur Anglican School;
- anyone you authorise the Macarthur Anglican School to disclose information to; and
- anyone to whom the Macarthur Anglican School is required or authorised to disclose the information to by law, including under child protection laws.

8. Failure to provide the information to Macarthur Anglican School will affect Macarthur Anglican School's ability to evaluate your application and may result in the recruitment process not proceeding.

9. Macarthur Anglican School may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia.

11. Macarthur Anglican School's Privacy Policy contains further information about its use of cloud and other third-party service providers and any of their overseas locations.

12. Macarthur Anglican School's Privacy Policy is accessible via Macarthur Anglican School's website or from the Macarthur Anglican School office. The Policy sets out how job applicants and employees may seek access to, and correction of their personal information which the Macarthur Anglican 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 may result in a breach of Macarthur Anglican School's duty of care obligations. Any refusal will be notified in writing with reasons if appropriate.

13. Macarthur Anglican School's Privacy Policy also sets out how job applicants and employees can make a complaint about a breach of the APPs and how the complaint will be handled.

15. If you provide Macarthur Anglican School with the personal information of others, such as other employment referees, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the Macarthur Anglican School and why, that they can request access to and correction of that information if they wish and to also refer them to Macarthur Anglican School's Privacy Policy for further detail about such requests and how Macarthur Anglican School otherwise handles personal information it collects and complaints it receives.