



EMPLOYMENT/CONTRACT/VOLUNTEER COLLECTION NOTICE

Overnewton Anglican Community College (**College**) is bound by the Australian Privacy Principles (**APPs**) contained in the *Privacy Act 1988* (Cth) (**Act**). The College has a Privacy Policy, which can be viewed on our website at www.overnewton.vic.edu.au. Alternatively, you may request a written copy from the receptionist at either the Keilor or Taylors Lakes Campus.

The Act requires us to provide all employment, volunteer or contracting candidates with information regarding how we deal with personal information. This information is set out below.

1. Personal information

We may need to collect personal information about you including your name, address, contact details, the opinions of others about your work performance, educational qualifications and other information connected to your employment, volunteer or service provider history.

2. Why we collect personal information

The College will collect your personal information to the extent that it is reasonably necessary for, or directly related to, assessing your suitability for employment, a volunteer position or a services provider role.

If you do not provide us with all the personal information we request from you, we may not be able to fully assess your suitability for employment, volunteer work or a service provider role.

3. How we collect personal information

We may collect personal information when:

- you provide us with a curriculum vitae or any type of written statement about your qualifications, experience and capabilities;
- you attend an interview with us, whether in person, by telephone or by video-conference;
- we are contacted by you about employment, volunteer or service provider opportunities;
- we receive any reference about your prior work performance or employment or volunteer history;
- we receive results of inquiries that we might make from your former employer, work colleagues, clients professional associations or registration body concerning your prior work performance or employment or volunteer history;
- we receive the results of any competency, police criminal record check (which is compulsory for all prospective employees);
- we receive any unsolicited information about you from any source;



- we respond to an inquiry by you, where we consider that provision of personal details are reasonably required to respond to the query; or
- you provide us with any additional information about yourself.

4. Disclosure of personal information

Your personal information will only be disclosed to:

- College staff involved in the employment, volunteer or service provider selection process;
- your nominated referees;
- your previous employers;
- any person with lawful entitlement to obtain the information; or
- any person who you have nominated or authorised the College to contact about you including work colleagues, professional associations or registration bodies.

5. Storage and destruction of personal information

Your personal information will be stored securely at our offices and will only be accessed by College staff who are involved in the employment, volunteer or service provider selection process. A limited number of copies of your application may be made, to facilitate the selection process. Should the College not employ or engage you, we may retain your personal information for six months (so that it is available in the event that a suitable position becomes available) after which it will be destroyed or de-identified in accordance with our Privacy Policy.

If you do not wish to have your information retained by the College, please contact our Privacy Officer and request that your information be destroyed or de-identified as soon as reasonably practicable.

6. Access to your personal information

Our Privacy Policy contains information regarding how you may access, seek correction of your personal information which is held by the College or discuss a complaint that you may have regarding a breach of the APPs or the College's handling of your personal information.

7. Personal information of others

If you provide us with the personal information of others (e.g. referees), 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 also that the College does not usually disclose the information to third parties.



8. Contact information

If you wish to access any personal information that we hold about you, or you would like further information about the way the College manages the personal information it holds, please contact the Privacy Officer:

Privacy Officer

Overnewton Anglican Community College – Keilor Campus

2-30 Overnewton Road

KEILOR VIC 3036

Telephone: + 61 3 9334 0000

Facsimile: + 61 3 9336 1835

Email: privacy.officer@overnewton.vic.edu.au