



Medowie
CHRISTIAN SCHOOL

EMPLOYMENT COLLECTION NOTICE

As an applicant for employment you need to be aware of the need for our school to comply with the National Privacy Principles, which were enacted at the end of 2001. The school has developed a detailed policy (Medowie Christian School Privacy Policy) to ensure it complies with these principles. As part of this policy we acknowledge the information that is required from our applicants and kept on record at school. The following notice is provided to ensure that we have your consent for the use and disclosure where appropriate of this personal information.

1. In applying for this position you will be providing Medowie Christian School with personal information. We can be contacted at 6b Waropara Road, Medowie 2318, on phone 0249817177 or email mail@medowiecs.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.
3. You agree that we may store this information for the purpose of the interview process only after which times it will be destroyed within two months unless it is further required for your employment.
4. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. We will not disclose this information to a third party without your consent.
6. We are required to conduct a criminal record check and collect information regarding whether you are or have been the subject of an AVO and certain criminal offences under Child Protection laws.
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, that they can access that information if they wish, that the School does not usually disclose the information to third parties and that we may store their information for up to two months unless retained for the purpose of further employment.
8. I have read, understood and agree to this notice.

Name: _____ Signature: _____

Date: _____