



Catholic Schools Office *Diocese of Armidale*

Unit 2, 131 Barney Street • P.O. Box 636 • Armidale NSW 2350
Ph:(02) 6772 7388 • Fax: (02) 6772 9285 • cso@arm.catholic.edu.au
www.arm.catholic.edu.au • ABN: 90702916776

Employment Collection Notice

1. In applying for employment you will be providing the CSO and the schools within the Diocese with personal information. We can be contacted at the CSO by;

| Phone | Mail | Email |
|--------------|---------------------------------|--|
| 02 6772 7388 | PO Box 636 Armidale NSW 2350 | cso@arm.catholic.edu.au |

2. We collect personal information, for example your name and address or information contained on your resume, in order to assess your application for employment positions within the Diocese.
3. We may provide your personal information to any School in the Armidale Diocese for the purpose of recruitment to vacant employment positions.
4. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there may 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. However, we usually disclose this kind of information to the following organisations; school, government departments e.g.: RMS Working with Children Check (WWCC), NSW Education Standards Authority (NESA), the Catholic Education Commission (CEC) and the Catholic Commission for Employment (CCER).
6. Preferred applicants for the position are required to be subject to background check. This involves a check of relevant criminal history, any Apprehended Violence Orders, referee reports and employment history including disciplinary proceedings. Child protection legislation requires that successful applicants undertake a working with children check.
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 CSO and why, and that they can access that information if they wish, and that the CSO does not usually disclose the information to third parties.
8. Applications and supporting documentation for casual employment will be retained for 12 months and then destroyed after that if you do not commence employment with us.
9. Applications and supporting documentation for advertised positions will be retained for three months and may use it again if the recommended applicant resigns or does not take up the offer of employment. After that time, we will destroy all documentation provided to us.