



# Catholic Schools Office

## *Diocese of Armidale*

### Employment Collection Notice

Under the terms of the Privacy Act and the 13 Australian Privacy Principle, the Catholic Schools Office (CSO) issues the following Employment Collection Notice.

1. In applying for this position 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	<a href="mailto:cs@arm.catholic.edu.au">cs@arm.catholic.edu.au</a>

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. We will not disclose this information to any other individual or organisation without your consent.
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. 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.
6. 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.

7. If you are applying for an advertised position, the CSO/School will retain your personal information (including referee reports) 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.
8. If you are applying for general employment (eg: casual employment), your application will be kept for 12 months from the time we receive the documentation. After that time, we will destroy all documentation provided to us.