



## EMPLOYMENT COLLECTION NOTICE

1. In applying for this position you will be providing Mount Lilydale Mercy College with personal information. We can be contacted by mail (120 Anderson Street Lilydale VIC 3140), by email ([administration@mlmc.vic.edu.au](mailto:administration@mlmc.vic.edu.au)) or by phone (03 9735 4022)
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 for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The College's Privacy Policy is accessible via the college website, or by request from the college office. The policy contains details of how you may complain about a breach of the Australian Privacy Principles (APPs) or how you may seek access to or correction of personal information collected about you. However, there may be occasions when access is refused such as where access would have an unreasonable impact on the privacy of others.
4. We may disclose your personal information to Catholic Education Commissions, Catholic Education Offices and support vendors that provide services around staff administration systems.
5. We are required to collect information under Child Protection laws. Employees who are not registered teachers are required to have a current and valid Working with Children Check (WWCC), and a National Criminal History Record Check. We may also collect other personal information about you in accordance with these laws.
6. Where personal and sensitive information is retained by a 'cloud' service provider to facilitate HR and staff administrative support, this information will be stored on servers within Australia.
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 College and why. Also that they can request access to and correction of that information if they wish, and to refer them to the College's Privacy Policy for further details about such requests and how the College otherwise handles personal information it collects.
8. If you are employed by Mount Lilydale Mercy College, the personal information that we collect about you will become part of your employee record and will be handled in accordance with the law and clause 6 of this notice.
9. Staff information is exempt from the *Privacy Act 1988*. Other requirements (e.g. staff contracts, other college policies) may contain confidentiality clauses or other restrictions on the entities that staff information can be disclosed to.