



PRIVACY POLICY ATTACHMENT 2: EMPLOYMENT COLLECTION NOTICE

Christian Schools Tasmania ('the School') incorporates Calvin Christian School, Channel Christian School, Emmanuel Christian School and Northern Christian School.

In applying for this position, you will be providing the School with personal information. This may be in writing, in the course of conversations with you, or may be sought directly from a previous employer or referee.

Christian Schools Tasmania has a Privacy Policy that governs the way personal information is collected, stored and used by the organisation. The policy can be found on each school's website or requested from a school Principal or Business Manager.

Please note the following:

- If you provide the School with personal information, for example, your name and address or information contained on your resume, the School will collect the information in order to assess your application for employment. The School may also make notes and prepare a confidential report in respect of your application.
- The School may keep this information on file if your application is unsuccessful in case another position becomes available.
- The School's Privacy Policy sets out how you may seek access to personal information collected about you. 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.
- The School's Privacy Policy also sets out processes for complaining about a breach of privacy and how the School will deal with such a complaint.
- The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia. The School uses industry-standard procedures to protect this information.
- The School will not disclose this information to a third party without your consent.
- The School may be required to ensure that you hold current Working With Children Registration and/or current Teacher Registration or may need to check your police record or driving record. The School may also collect personal information about you in accordance with related laws.
- If you provide the School with the personal information of others, you are encouraged to inform them that you are disclosing that information to the School, and why, so that they can access that information if they wish and that the School does not usually disclose the information to third parties.