



Avila College

EMPLOYMENT COLLECTION OF INFORMATION NOTICE

Title	Employment Collection of Information Notice
Date	March 2015
Author	Principal People and Culture
Version Status	HR0315P
Document Location	College Website, SIMON Intranet

1. In applying for this position you will be providing Avila College with personal information. We can be contacted at 35 Charles Street, Mount Waverley, Vic 3149; Email principal@avilacollege.vic.edu.au; Phone 9831 9600.
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. Avila College's Privacy Policy is available on our website www.avilacollege.vic.edu.au under the "Our College – Policies" section and it contains details of how you may complain about a breach of the Australian Privacy Principles or 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.
4. We will not disclose this information to a third party without your consent. We usually disclose this kind of information to the following types of organisations: Employment confirmation for banks, property rental, Australian Taxation Office, Catholic Church Insurance.
5. We are required to collect information under Victorian 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 personal information about you in accordance with these laws.
6. Avila College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside 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 Avila College and why, that they can access that information if they wish and that Avila College does not usually disclose the information to third parties.
8. If you are employed by Avila College, the personal information that we collect about you will become part of your employee record and will be handled accordingly in accordance with the Australian Privacy Principles.

VERSION HISTORY

Version	Date Issued	(Minor, Major Change)
March 2015	March 2015	
June 2016	8 February 2018	Minor
July 2018	16 July 2018	Minor

Policy approved by the Principal	
Next Review Date	April 2019
People Responsible	Principal People and Culture