



Avila College

EMPLOYMENT COLLECTION OF INFORMATION NOTICE

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Date	March 2015
Author/s	Catholic Education Commission Victoria Ltd (CECV)
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1. In applying for this position you will be providing Avila College (the 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 [and sensitive] 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 also collect personal information [including sensitive information] about you from others such as your referees. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. We are required to conduct checks and collect information under the 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 which we will ask for. We may also collect other personal information about you in accordance with these laws.
4. The College's Privacy Policy is available on our website www.avila.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 (AAPs) and how you may seek access to personal information collected about you. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusals will be notified in writing with reasons if appropriate.
5. We will not disclose this information to a third party without your consent unless otherwise permitted. 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.
6. We may disclose your personal information to the Catholic Education Commission of Victoria Ltd (CECV), Catholic Education Offices, and service providers that provide services in connection with staff administration systems.

7. The College may use cloud computing service providers to store personal information (including sensitive information). The cloud service provider's servers may be located outside Australia. This may mean that personal information is stored or processed outside Australia.
8. The College may also from time to time use third party online service providers (including for the delivery of third party online applications, or Apps relating to email and instant messaging, such as Google's G Suite, including Gmail) which may be accessible by you. Some personal information may be collected and processed or stored by these providers in connection with these services. These online service providers may be located in or outside Australia.
9. The College makes reasonable efforts to be satisfied about the security of any personal information that may be collected, processed and stored outside Australia in connection with these third party services and will endeavour to ensure the cloud is located in countries with substantially similar protections as the APPs.

[The College's Privacy Policy contains further information about its use of cloud and other third party service providers and their overseas locations].

10. Where personal and sensitive information is held or processed by a cloud or online service provider on behalf of CECV to facilitate HR and staff administrative support, this information will be stored on services within Australia. This includes the Integrated Catholic OnLine System (ICON).
11. 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 and to refer them to the College's Privacy Policy for further details.
12. If you are employed by Avila College, the personal information that we collect and hold about you will become part of your employee record and will be handled in accordance with the law and Clause 6 of this notice.
13. Employee information is generally exempt from the *Privacy Act 1988*. Other requirements (e.g. staff contracts and other College policies) may contain confidentiality clauses or other restrictions on the entities that employee information can be disclosed to.

VERSION HISTORY

Version	Date Issued	(Minor, Major Change)
March 2015	March 2015	
June 2016	February 2018	Minor
July 2018	July 2018	Minor
April 2019	April 2019	Minor
May 2020	May 2020	Minor

Document approved by Principal and ratified by the Executive Team	
Next Review Date	April 2021
Person/s Responsible	Principal Director of People and Culture
Related Documents	Privacy Policy Collection of Information Notice Alumnae Collection Notice Students Disclosure Statement for Counselling Media and Marketing Consent Form Breach of Privacy Concern Form Contractor/Volunteer Collection of Information Notice
References	