

EMPLOYMENT COLLECTION NOTICE

1. In applying for this position, you will be providing Catholic Education Diocese of Parramatta (CEDP) with personal information.
2. CEDP is bound by the Australia Privacy Principles (APPs) contained in the *Privacy Act 1988 (Cth)*. In relation to health records, we are bound by the Health Privacy Principles contained in the *Health Records and Information Privacy Act 2002 (NSW)*.
3. We collect your personal information directly from you. This includes, but is not limited to, your name and address or information contained on your resume. We may also collect your personal information from other sources, such as your referees and the results of criminal background and working with children checks. This information is collected in order to assess your application for employment. Your information will remain on our eRecruitment system until such time as we remove it or you request its removal.
4. CEDP uses online service and cloud storage providers to store personal information and to provide recruitment services. Personal information may be provided to these service providers to enable them to authenticate user access. CEDP has processes in place to ensure Personal Information is protected in its systems and adequacy of security and controls are in place to protect Personal and Sensitive Information from misuse, interference and loss; and from authorised access, modification or disclosure. We make reasonable efforts to be satisfied about the protection and security of any Personal Information that CEDP holds on record, including cloud systems.
5. The CEDP Privacy Policy is accessible on the CEDP website and contains details of how we are bound by the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles. You may seek access to and correction of your personal information that we hold. However, access may be refused in certain circumstances, such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons, if appropriate.
6. We may disclose personal information to third parties with your consent, or where it would be reasonably expected that such disclosure may be required, or if otherwise permitted or required by law.
7. We may disclose your information to organisation that provide background screening services and we may use your information to conduct a criminal record check or comply with child protection laws. We may also collect personal information about you in accordance with these laws.
8. If you provide us with personal information of others, for instance referees, we encourage you to inform them that you are disclosing that information to us and why.
9. You can obtain further information by contacting CEDP on (02) 9840 5600 or at privacy@parra.catholic.edu.au or via mail sent to: Catholic Education Diocese of Parramatta, 470 Church Street, North Parramatta NSW 2150.