



Ivanhoe Grammar School

Employment Collection Notice

1. In applying for this position you will be providing Ivanhoe Grammar School with personal information. We can be contacted at The Ridgeway, Ivanhoe, Vic, Telephone; 03 9490 1810.
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. Unless you advise us that you do not wish for us to retain this information, we may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The School's Privacy Policy contains details of how you may complain about a breach of the APPs 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 (but is not limited to) where access would have an unreasonable impact on the privacy of others.
4. We usually use or disclose this kind of information to individuals and former employers you have listed in your application (including in your resume) for the purpose of checking your work history and your references. We may also check publicly available records for the purpose of verifying your academic qualifications and other aspects of your work history and suitability for any role at the School.
5. From time to time, we are required to conduct a national police check and to conduct a Working with Children check as well as collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. * We may also collect personal information about you in accordance with these laws.*
6. The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia. The School will take all reasonable efforts to ensure that any contractors the School engages comply with privacy obligations that are equivalent to the obligations imposed on the School by the Privacy Act, in relation to any information disclosed outside Australia.
7. If you provide us with the personal information of others (such as referees and contact details of next-of-kin), we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.
8. If you accept a role at the School as an employee, the School is not bound to comply with the Privacy Act in relation to your personal information while you are an employee. The School, however, is bound by the obligations of the Fair Work Act 2009 to keep your employee records confidential.*