



## PRIVACY COLLECTION NOTICE – EMPLOYMENT

# PRIVACY COLLECTION NOTICE – EMPLOYMENT

### SCOPE OF APPLICATION

This policy applies to the following entities:  
Cedar College (*“the College or School”*)

<b>Document Name</b>	Privacy Collection Notice – Employment
<b>Date</b>	9/2024
<b>Author</b>	People and Compliance Manager
<b>Approval By</b>	Principal
<b>Next Revision Date</b>	9/2026

### POLICY

1. Cedar College respects the privacy of all people and is committed to ensuring that we comply with the Commonwealth *Privacy Act*. In applying for this position, you will be providing Cedar College with personal information. We can be contacted at 215-233 Fosters Road, Northgate SA 5085.
2. Cedar College collects your personal information directly from you, for example, your name and address or information in your resume. We may also collect or form other sources such as your referees and the results of criminal background and Working With Children Checks. This may be in writing, through technology systems such as video conferencing, or in the course of conversations. We collect the information in order to assess your application for employment. If your application is unsuccessful, we may retain your information on file for future opportunities.
3. We will not usually disclose this information to a third party without your specific consent.
4. Cedar College will collect information, such as from a Working with Children Check or a criminal record check, about you in accordance with Child Protection legislation.
5. If you are a teacher, we usually disclose your personal information to the Teacher Registration Board for the purpose of ascertaining that you are a registered teacher.
6. The School may store personal information in the ‘cloud’, which may mean that it resides on servers which are situated outside Australia.
7. If you provide the College with personal information about others (such as referees’ names and contact details), we encourage you to inform them that you are sharing their information with us, explain why, and let them know that they can access this information if they wish. Please also inform them that the College typically does not disclose this information to third parties and that we may store their information for a reasonable period.
8. Cedar College’s Privacy Policy outlines how you can lodge a complaint about a breach of the Australian Privacy Principles and how you can request access to, or correction of, your personal information held by the College. However, access may be refused in certain circumstances, such as when it would unreasonably impact the privacy of others, or when the College is required or authorised by law to deny access. If access is refused, we will provide reasons in writing, unless doing so would be unreasonable given the grounds for refusal.

We reserve the right to modify this Collection Notice from time to time.

### Legislation and Related Policies

Australian Privacy Principles APP  
Privacy Act 1988  
Privacy Compliance Manual – Independent schools