

Marcellin College Personal Information Collection Notice

1. In applying for this position, you will be providing Marcellin College ('the College') with personal information. Our contact information is: 160 Bulleen Road, Bulleen VIC 3105 on 9851 1859 or via email on human.resources@marcellin.vic.edu.au.
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 Victorian 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 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 accessible via the College website or by request from the College office. The policy contains details of how you may complain about a breach of the Australian Privacy Principles (APPs) or how you may seek access to, or correction of personal information collected about you. However, there may be occasions when access is refused, such as where access would have an unreasonable impact on the privacy of others.
5. 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.
6. 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 and processed outside Australia.
7. Where personal and sensitive information is retained by a 'cloud' service provider on behalf of CECV to facilitate HR and Staff administrative support, this information will be stored on servers within Australia. This includes the Catholic Education Victoria Network (CEVN).
8. 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.
9. If you are employed by Marcellin 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.
10. Staff information is exempt from the Privacy Act 1988. Other requirements (e.g., staff contracts, other College policies) may contain confidentiality clauses or other restrictions on the entities that staff information can be disclosed to.