



## The Springfield Anglican College Recruitment Privacy Collection Notice

1. The Springfield Anglican College (**College**) is committed to protecting your privacy and complying with the *Privacy Act 1988* (Cth) and other relevant laws in respect of the management of personal information.
2. When you apply for a position or on commencement of employment with the College, you are asked to supply the College with personal information. This personal information may be collected electronically, in writing or in the course of conversations. The Primary purpose for the College collecting this personal information is to enable the College to evaluate your employment application and to facilitate your ongoing employment at the College. Typically this personal information includes:
  - Name
  - Address
  - Personal Contact Details
  - Date of birth
  - Gender
  - Referee details
  - Previous employment details
  - Qualifications
  - Photo identification
  - Covid vaccination status
  - Blue card registration
  - Teacher registration (if applicable)
  - Salary details
  - Indigenous status
  - Bank account details
  - Tax file number
  - Superannuation Fund details
  - Emergency contact details
3. Personal information may be collected by the College at different times during the application process (e.g. initial application, interview, reference and pre-employment checks or upon commencement).
4. Most Personal information is collected directly from you. Some personal information about you may be collected from other people such as previous employers, third party recruitment agencies or nominated referees.
5. The College may store your personal information in a combination of electronic and paper formats. The College has processes in place to protect your personal information from interference or unauthorised access or disclosure.
6. If any personal information requested by the College is not provided, it may affect the College's ability to evaluate your application for employment or facilitate your ongoing employment at the College.
7. The College may disclose your personal information to:
  - (a) Blue Card Services – for the purposes of a blue card validity check;
  - (b) Director of Professional Standards, Anglican Church Southern Queensland - for the purposes of a National Register Check;



- (c) Queensland College of Teachers – for the purposes of a teacher registration check;
  - (d) our National Police Check/Criminal Records Check supplier;
  - (e) your referees;
  - (f) recruitment agencies or third parties assisting the College with recruitment for the position you are applying for;
  - (g) anyone you authorise the College to disclose information to; and
  - (h) anyone to whom the College is required or authorised by law, including child protection laws, to disclose the information.
8. The College may use online or ‘cloud’ services providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to e-mail, messaging and education and assessment applications. Some limited personal information may be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider’s server which may be situated outside Australia. Further information about the College’s use of an online or ‘cloud’ service provider is contained in the College’s Privacy Policy, which is accessible on the College’s website.
9. The College’s Privacy Policy also sets out how you may:
- (a) seek access to and correction of your personal information which the College has collected and holds; and
  - (b) make a complaint about a breach of the Australian Privacy Principles and how that complaint will be handled.

Document Approval and Version Control			
Version:	1.0	Approved by:	Principal
Last amended:	June 2022	Date Approved:	June 2022
Contact Officer:	Risk & Compliance Manager	Next Review Date:	June 2025