



Mount Alvernia College Employment Collection Notice

1. In order to assess your application for employment, Mount Alvernia College collects your personal information. If we cannot collect some of your personal information, we may be limited in our ability to assess your application.
2. We collect your personal information directly from you (including from your resume) as well as from other sources (such as your referees and the results of criminal background and working with children checks). We may keep your information on file if your application is unsuccessful in case another position becomes available.
3. We are required to collect information (criminal record check) regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws.
4. We will not disclose your personal information to a third party without your consent unless otherwise permitted. We may disclose your personal information to support vendors that provide services around staff administration systems. These third parties may be located outside Australia.
5. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as email services. Some limited personal information may be provided to these service providers to enable them to authenticate users that access their services and provide technical support. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the College's use of on online or 'cloud' service providers is contained in the College's Privacy Policy.
6. The College's Privacy Policy, accessible on the Mount Alvernia College website, contains details of how you may seek access to and correction of your personal information which the College holds, as well as how you can make a privacy complaint and how we will handle the complaint.
7. If you provide us with the personal information of others (e.g. referees), we encourage you to inform them that you are disclosing that information to the School and why.