



Privacy Information Collection Notice – Employment Applicants

This Collection Notice explains in general terms how Cranbrook School (the “School”) collects, handles and protects the privacy of the personal information you provide when you apply for a position with the School.

Collection, Use and Disclosure of Personal Information

In applying for a position at Cranbrook School, you will be providing the School with personal information, including sensitive information, you consider relevant to your application, such as your name and address and information contained in your application and on your resume. The School may also collect information in the course of conversations with you.

In order to consider your application for employment and to facilitate and manage your employment relationship with the School, you consent to the School collecting personal information about you from recruitment agencies, law enforcement and government agencies for criminal record checks and Working With Children Checks, educational institutions to verify your qualifications, and other individuals or businesses we contact for the purpose of reference checking as provided or agreed by you.

The School will collect this information in order to assess your application for employment with the School.

Some of the information the School collects is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care. Certain laws governing or relating to the operation of a school also require certain information to be collected and disclosed. These include relevant education, public health and child protection legislation.

The School may keep any personal information about you on file for up to 12 months if your application is unsuccessful or if you decline an offer of a position in case another position becomes available. If you do not wish your information to be retained, please advise the School.

The personal information that is collected about you will be stored securely in a recruitment record. If you are successful and become an employee then an employee record will be created and the personal information we have collected will be stored in this record. Employee records are exempt from the Australian Privacy Principles under the *Privacy Act 1988* (Cth).

The School may store personal information in the ‘cloud’ which may mean that it resides on servers which are situated either in or outside Australia. This may mean that personal information may be stored or processed outside Australia.

The School will not disclose your information to a third party without your consent other than to vendors / contractors that provide administrative, financial and information technology services to the School, or unless required or authorised by law to do so.

The School conducts ongoing monitoring and surveillance activities. This includes both continuous and intermittent monitoring of computer and other electronic and communications systems, including emails, files and internet usage and the use of both continuous and intermittent CCTV security cameras on School campuses.

If you provide the School with personal information of others, such as contact details of a referee, doctor or emergency contact, you are encouraged to inform them that you are disclosing that information and why, that they can request access to and correction of that information if they wish, and refer them to the Cranbrook School Privacy Policy for further detail.

If the School does not obtain the information it requests from you, it may not be able to consider your application for employment and may result in the recruitment process not proceeding.

Accessing Your Information

The Privacy Policy sets out how you may seek access to personal information collected about you, and request correction to that information if required. You may only make such a request if your application is unsuccessful. Please note there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

Complaints, Commitment and Further Information

The Privacy Policy sets out how you may complain about a privacy related matter and how such a complaint will be dealt with.

The School and its staff respect the confidentiality of your personal information and the privacy of individuals. School policies reiterate the need for confidentiality and care in the management of personal information and sanctions exist for breach of these policies. The School has in place procedures to protect personal information it holds from misuse, interference, loss, and unauthorised access, modification or disclosure.

For further details regarding Cranbrook School's commitment to privacy, please see the School's Privacy Policy available on the Cranbrook School website. The School can be contacted at 5 Victoria Road, Bellevue Hill NSW 2023, by emailing recruitment@cranbrook.nsw.edu.au, or by calling +61 2 9327 9000.

Published: 21 December 2018