

## Endeavour College Collection Notice (Employment Application)

1. In applying for a position with Endeavour College, you will be providing the College with personal information.
2. If you provide us with personal information, for example, your name and address, or information contained in your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available, or, with your permission, on a database for future use in the case of Temporary Relief Teaching (TRT).
3. The College's Privacy Policy, accessible on the College website, contains details of how you may complain about a breach of the Australian Privacy Principles, and how you may seek access to, and correction of your personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
4. We will not disclose this information to a third party without your consent unless otherwise permitted.
5. We are required to collect information regarding whether you are or have been the subject of certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.
6. 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 also 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 servers which may be situated outside of Australia.
7. 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.