

COLLECTION NOTICE FOR JOB APPLICANTS FOR THE TOWNSVILLE CATHOLIC EDUCATION OFFICE AND SYSTEMIC SCHOOLS IN THE CATHOLIC DIOCESE OF TOWNSVILLE



In applying for this position you will be providing the Townsville Catholic Education Office or an associated entity with personal information. We can be contacted at 2 Gardenia Ave, Kirwan and by phone on 07 47730900.

We collect your personal information directly from you (for example, your name and address or information contained on your resume). We may also collect it from other sources, such as referees and the results of criminal background and working with children checks. We 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.

The Diocesan Education Council Privacy Policy, accessible at www.tsv.catholic.edu.au, 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 Townsville Catholic Education Office 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.

We will not disclose this information to a third party without your consent unless otherwise permitted. We are required to collect information during the application process for the purposes of:

- Conducting of a criminal record check
- Requirements relating to hold a current Blue Card (www.bluecard.qld.gov.au)
- For teaching positions – information in relation to you holding a current or eligibility to acquire registration with the Queensland College of Teachers (QCT – qct.edu.au)
- Gaining information about you in accordance with Child Protection laws.

Townsville Catholic Education Office and associated entities may use online or 'cloud' service providers to store personal information and to provide services to the organisation that involve the use of personal information, such as email. 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 Australia. Further information about the organisation's use of on online or 'cloud' service providers is contained in the Diocesan Education Council Privacy Policy which can be found at www.tsv.catholic.edu.au

If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the organisation and why.