



Chevalier College

A Catholic secondary college conducted
by the Missionaries of the Sacred Heart

FORTES IN FIDE
STRONG IN FAITH

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The Privacy Act – Employment Collection Notice

In applying for a position with Chevalier College you will be providing us with personal information. We can be contacted at 566 Moss Vale Road, Burradoo, New South Wales (PO Box 243, Bowral 2576), office@chevalier.nsw.edu.au or on 02 4861 1488.

If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. If your application is unsuccessful, we may keep your information on file in case another position becomes available.

The College's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

The College will not disclose your information to a third party without your consent.

Prior to any offer of employment, the College is required to verify your *Working With Children Check* status under the Commission for Children and Young People Act 1998. We may also collect personal information about you in this process.

The College may store personal information in the 'cloud', which may mean that it resides on servers that are situated in countries other than Australia.

If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to Chevalier College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

Chris McDermott
PRINCIPAL