



The Privacy Act – Employment Collection Notice

1. In applying for a position with Chevalier College you will be providing us with personal information.
2. We collect your personal information directly from you, for example, the information contained on your resume. We may also collect it from other sources, such as your referees, through criminal background and working with children checks, and social media. We collect the information in order to assess your application for employment. We may keep your information on file if your application is unsuccessful in case another position becomes available.
3. The Chevalier College Privacy Policy, which is 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 collected and held by the college. However, access may be refused in certain circumstances, such as where access would have an unreasonable impact on the privacy of others or where the college is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with the reasons for the refusal, unless, having regards to the grounds for refusal, it would be unreasonable to provide reasons.
4. We will not disclose your information to a third party without your consent, unless otherwise permitted.
5. We are required to collect information 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 that may be situated outside Australia. Further information about Chevalier College's use of on online or 'cloud' service providers is contained in its Privacy Policy.
7. 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.

Greg Miller
Principal