



Employment Collection Notice (Job Applicant)

1. In applying for this position, you will be providing Emmaus College with personal information. We can be contacted at **Emmaus College 503 Springvale Road Vermont South (Ph. 9845 3211)**.
 2. If you provide us with personal information (e.g.: your name and address or information contained on your resume) we will collect the information to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
 3. The College Privacy Policy, accessible on the College website, contains details of how you may complain about a breach of the Australian Privacy Principles. This includes 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 to.
 5. We are required to collect information under Child Protection law. We may also collect other 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 services relating to email, instant messaging, education and assessment applications. Some limited personal information may also be provided to these service providers, enabling 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.
 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.
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