EMPLOYMENT COLLECTION NOTICE

In accordance with the Commonwealth Privacy Act, Xavier College provides you with the following details concerning our handling of personal information relating to your application for employment.

In submitting your application, you agree to the following:

1. In applying for a position you will be providing Xavier College with personal information. The designated Xavier Privacy Officer can be contacted on any matter relating to privacy at Xavier College, Barkers Road Kew. Vic. 3101. Tel: (03) 9854 5411

2. We understand that you agree that we may store this information until an appointment to the position has been made. If your application is unsuccessful we would normally destroy confidential information.

4. You may seek access to your personal information that we continue to hold about you if you are unsuccessful for the position. However, to respect the privacy of referees this will not include confidential references either written or verbal.

5. We will not disclose this information to a third party without your consent, other than your name and the position applied for to referees.

6. If you are successful we are required to conduct a criminal record check and collect information regarding whether you are or have been the subject of an AVO and certain criminal offences under appropriate laws, and you give permission to this.

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 School and why, that they can access that information if they wish, that the School does not usually disclose the information to third parties and that we may store their information for the duration of the selection process.

8. If you are successful in your application, some of this personal information will be transferred to your personal employment record, which is exempt under the Act from access by you.