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**Scope:** This collection notice applies to all schools, colleges, kindergartens and outside school hours care services (referred to as **school** in the document) conducted by Catholic Education - Diocese of Rockhampton (referred to as Catholic Education or school in the document).

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## Employment Application Collection Notice

1. In applying for this position and submitting your application for employment you will be providing Catholic Education within the Diocese of Rockhampton with personal information, for example your name, address and information contained in your resume. We will collect and record this information in order to assess your application.
2. 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. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. Catholic Education's Privacy Policy, accessible on the Catholic Education website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may notify us and make any updates and corrections to your personal information. 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. 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](http://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](http://qct.edu.au));
  - Gaining information about you in accordance with Child Protection laws.
5. We may be required to collect information to verify your Working with Children Check status under the Working with Children (Risk Management and Screening) Act 2000. We may also collect personal information about you in this process.
6. Catholic Education may use online or 'cloud' service providers to store personal information and to provide services to Catholic Education that involve the use of personal information. 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.
7. Where you have provided us with the name and address of a person in connection with your application (e.g. referee), you should inform the person that you have done so and the reason for it. You should also inform them that the information is to be used solely in connection with your application for employment.