

Employment Privacy Collection Notice

1. This notice explains how Meriden School (ABN 99 000 020 762), trading as Meriden School, ('the School') handles the personal information of anyone who applies to become an employee of the School.
2. This notice should be read in conjunction with the School's Privacy Policy, a copy of which is accessible on the School's website – www.meriden.nsw.edu.au or upon request from the School's Director of Compliance by telephoning 02 9752 9444.
3. In applying for employment, you will be providing the School with personal information. If we cannot collect some of your personal information, we may be limited in our ability to assess your application. We may keep your information on file if your application is unsuccessful in case another position becomes available.
4. The School collects your personal information directly from you. This collection may be in writing (e.g. your resume), through technology systems or in the course of conversations (e.g. at interviews). The School may also be provided with personal information about you from a third party (e.g. your referees).
5. The types of information the School collects includes sensitive information, which includes health information.
6. The main purposes for which the School collects, uses and discloses your personal information are assessing (and if successful) engaging you as an employee, administering your employment, for insurance purposes and satisfying the School's legal obligations, for example, in relation to child protection legislation.
7. We are required to collect personal information under child protection legislation. This may include conducting a criminal record check and/or Working with Children Check and checking whether you are, or have been, the subject of an Apprehended Violence Order and certain criminal offences.
8. We may disclose your personal information to support vendors that provide services around staff administration systems. These third parties may be located outside Australia.
9. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as email services. Some limited personal information may be provided to these service providers to enable them to authenticate users that access their services and provide technical support. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the School's use of online or 'cloud' service providers is contained in the School's Privacy Policy.
10. If you provide us with the personal information of others (e.g. referees), we encourage you to inform them that you are disclosing that information to the School and why.
11. The School's Privacy Policy, accessible on the School's website contains details of how you may seek access to and correction of your personal information which the School holds, as well as how you can make a privacy complaint and how we will handle the complaint. There may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.



MERIDEN
AN ANGLICAN SCHOOL FOR GIRLS

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