



St Aloysius' College

ABN 42 425 200 857

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St Aloysius' College Employment Collection Notice

1. In applying for this position you will be providing St Aloysius' College with personal information. We can be contacted at 47 Upper Pitt Street, Milsons Point 2061 or by email at helen.chan@staloyisus.nsw.edu.au or telephone 02 9922 1177.
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.
3. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. We will not disclose this information to a third party without your consent. We usually disclose this kind of information to the following types of organizations CCER, AIS and other organizations listed in your resume, these may include a tertiary institution attended for a qualification, a nominated professional association, or a nominated referee.
5. We are required to conduct a criminal record check regarding whether you are or have been the subject of an AVO and certain criminal offences under Child Protection law.
6. 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, that they can access that information if they wish, that the College does not usually disclose the information to third parties.