

Employment Application and Privacy Collection Notice

Golden Grove Lutheran Primary School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy (Private Sector) Act 1988 and Privacy Amendment (Enhancing Privacy Protection) Act 2012.

The School is committed to managing personal information in an open and transparent way. This statement specifically itemises the reasons for collecting information about job applicants and staff members, and the way in which information will be used by the School. For further information, please refer to the Golden Grove Lutheran Primary School Privacy Policy.

In applying for a vacant position, you will be providing Golden Grove Lutheran Primary School with personal information in order for us to assess your application for employment. For example, this would include your name and address, or information contained on your application form, cover letter and resume.

The School will keep your application form, cover letter and resume on file. If your application is unsuccessful, your application form, cover letter and resume will be kept for a period of two years, in the event that another position becomes available. All other information will be destroyed. Should you wish for your application to be destroyed earlier, please notify the School.

The School's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which the School 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.

We may be required to conduct a criminal record check; collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection law. We may also collect other personal information about you in accordance with these laws.

In order to satisfy the School's legal obligations, including under the Workplace Gender Equality Act, the personal information data which is collected for job vacancies will be kept for the purposes of statistical reporting. This information will be de-identified by deleting any reference to names.

Unsolicited job applications will receive an acknowledgement email indicating their application will be stored for a period of two years, and then destroyed accordingly.

The School will not disclose this information to a third party without your consent. Should you be successful in gaining employment, please be aware that the School discloses personal and sensitive information of employees for administrative purposes to the school's current administration database software provider and Lutheran Education Australia.

The School may use internal and 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 also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a provider's cloud service server which may be situated outside Australia.

If you provide the School with the personal information of others, such as referees, we encourage you to inform them that such information has been disclosed to the School; why the information has been disclosed; and that they are able to access that information.

However, the School does not usually disclose any information to third parties without appropriate consent.