

St Margaret's



Employment Collection Notice of Private Information

This notice forms part of the St Margaret's Anglican Girls' School Privacy Policy regarding the collection of personal and sensitive information relative to employment. Please refer to our Privacy Policy for further information.

All applications for positions with St Margaret's Anglican Girl's School will be treated in the following manner:

1. If you provide us with personal information, for example your name and address or information provided on your resume or curriculum vitae, we will collect this information in order to assess your application.
2. We may store this information on file.
3. You may seek access to personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include circumstances where access would have a reasonable impact on the privacy of others.
4. We will not disclose this information to a third party without your consent; however we usually disclose this information to the following types of organizations:
 - Australian Taxation Office
 - Queensland Studies Authority Commission for Children and Young People
 - Queensland Board of Teacher Registration/Queensland College of Teachers
5. We conduct criminal record and child protection checks.

6. The selection panel will discuss your application with nominated referees. The school also reserves the right to consult with other persons who may have knowledge of your experience, this is at the Principal's discretion.

7. If you provide us with 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 the information if they wish
 - That the school does not usually disclose the information to third parties;
And
 - that we may store their information.