

Dear Applicant

Thank you for your interest in the advertised position at Cannon Hill Anglican College Pty Ltd.

In accordance with the Commonwealth Privacy Act please complete and return the attached Employment Collection Notice of Private Information with your application.

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### Employment Collection Notice of Private Information

This notice forms part of the Cannon Hill Anglican College Privacy Policy regarding the collection of personal and sensitive information. Please refer to our Privacy Policy or contact the [Privacy Officer](#) for further information.

All applications for positions with Cannon Hill Anglican College Pty Ltd (the College) 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 for employment.
2. We may keep this information on file if your application is unsuccessful in case another position becomes available.
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 an unreasonable 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 organisations:
  - Australian Taxation Office;
  - The Superannuation Fund to which you have elected to direct your contributions under the Workplace Agreement;
  - Queensland Curriculum and Assessment Authority (QCAA)
  - Public Safety Business Agency;
  - The Corporation of the Synod of the Diocese of Brisbane (Anglican Church Southern Queensland);
  - Queensland College of Teachers.
5. As part of our legal, compliance and due diligence obligations, the College will conduct a criminal record check as part of the selection process to determine if you are or have been the subject of an AVO (Apprehended Violence Order) or other criminal offences. We may also collect personal information about you in accordance with Child Protection laws.
6. The College may store personal information in the “cloud”, which may mean that it resides on servers which are situated outside Australia.
7. If you provide us with personal information of others, we encourage you to inform them that:
  - you are disclosing that information to the College and why;
  - they can access that information if they wish; and
  - the College does not usually disclose the information to third parties.
8. The College’s Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles.

I agree with the above conditions and certify that the information in my application is true, to the best of my knowledge. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Full Name: \_\_\_\_\_

Preferred Salutation: Dr / Mr / Mrs / Ms / Miss / Other: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_