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## Standard Collection Notice - Employment

Adopted June 2023

Last Amended June:

Next Review: June 2025

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In applying for this position you will be providing Newstead Christian School with personal information.

1. 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 for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
2. The School's Privacy Policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. 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.
3. We will not disclose this information to a third party without your consent.
4. We require a criminal record check and to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences that might impact on your suitability for employment. We may also collect personal information about you in accordance with any laws.
5. The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
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 School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

We can be contacted at 31-37 Tudor Avenue, Newstead, Tas 7250.

[principal@ncs.tas.edu.au](mailto:principal@ncs.tas.edu.au)

03 63 119 922