



Minaret College - Employment Application Collection Notice

1. In applying for this position you will be providing Minaret College with personal information. We can be contacted by phone (03-9574-0567), email (hr@minaret.vic.edu.au) or in writing (PO BOX 264, Springvale 3171 VIC).
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 for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. Minaret College Privacy Policy, accessible on the school's website www.minaret.vic.edu.au, 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 College 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.
4. We will not disclose this information to a third party without your consent unless otherwise permitted.
5. Under Child Protection laws we are required to collect information such as working with children and/or criminal record checks.
6. Minaret College may use 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 cloud service provider's servers which may be situated outside Australia. Further information about the school's use of online or 'cloud' service providers is contained in Minaret College Privacy Policy.
7. 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.

Note:

This Collection Notice should be read together with Minaret College Privacy Policy.