

WOODLEIGH SCHOOL JOB APPLICANT AND EMPLOYEE COLLECTION NOTICE

WOODLEIGH (WOODLEIGH OR THE SCHOOL) IS COMMITTED TO ENSURING THE CONFIDENTIALITY AND SECURITY OF PERSONAL INFORMATION. THIS COLLECTION NOTICE OUTLINES HOW WE COLLECT AND HANDLE PERSONAL INFORMATION WHEN YOU ARE APPLYING FOR A POSITION OR EMPLOYED AT WOODLEIGH.

(Note: this notice does not apply to employee records that are not covered by the Australian Privacy Principles or the Health Privacy Principles.)

WHY DO WE COLLECT YOUR PERSONAL INFORMATION?

Woodleigh School may collect personal information, including health and sensitive information about job applicants and employees, before and during the course of their engagement at the School.

Information is generally collected directly from the person to whom it relates. We may also collect it from other sources, such as the VIT, referees, job agencies and the organisations responsible for holding the results of criminal background checks and information about working with children checks.

The primary purpose of collecting personal information is to enable the School to provide education and pastoral services to the school community. In the context of information collected from job applicants and employees, this includes the following:

- Enabling the School to consider your application for employment or retain you as an employee.
- Enabling the School to discharge its duty of care and perform necessary administrative functions that will facilitate your employment by the School.
- Satisfying the School's legal obligations.

WHAT INFORMATION MAY BE COLLECTED?

Information that Woodleigh may collect includes the following:

- Relevant medical and health conditions and medical practitioner details.
- Details provided in your resume.
- Emergency contact information.
- Results of criminal background and working with children checks.
- Details from reference checks or from recruitment or job agencies.
- Information from educational institutions to verify your qualifications.
- Photos, images and videos taken during school classes, activities, events, camps and taken for staff identification.
- Information from other individuals or businesses we contact for the purpose of reference-checking, as agreed with you.

When applicants or employees provide the School with personal information about others, such as emergency contacts, applicants and employees should obtain the person's consent and inform them that the information is held by the School.

HOW THE INFORMATION MAY BE USED

During the job application process a recruitment record will be created and the personal and sensitive information we have collected about you will be stored in this file and on various school administrative systems. If you become an employee, then an employee record will be created and the personal information and sensitive information we have collected will be stored in this file and on various school administrative systems.

The School may use and disclose this information in accordance with its Privacy Policy. This may include disclosure to the following:

- Staff within the School.
- Government departments.
- Third party service providers that the School engages to provide recruitment or employment services.
- Third party service providers of online services or applications to the School.
- People and organisations providing administrative and financial services to the School.
- Anyone you authorise the School to disclose information to.
- Anyone to whom the School is required or authorised to disclose the information to by law, including under child protection laws.

If you are not offered a position or if you decline an offer of a position at the School the information stored in your recruitment record may be stored for up to 12 months, unless you advise us to destroy the records at an earlier time. At this time, the School will take reasonable steps to destroy or de-identify the information as appropriate.

HOW IS THE INFORMATION STORED?

The School stores information in a variety of formats. Digital records are stored on premises and in cloud-based services. Please refer to the Woodleigh Privacy Policy for further details regarding information storage.

CAN THE INFORMATION BE ACCESSED AND AMENDED?

The School endeavours to ensure that the personal and sensitive information it collects and holds is accurate, complete and up to date by encouraging job applicants and employees to update the information they have provided. Please refer to the Woodleigh Privacy Policy for details on how to access the information held by the School.

FURTHER INFORMATION

The School's Privacy Policy provides more details regarding how the school manages personal and sensitive information. It also sets out how job applicants, employees and others can make a complaint about a breach of the Australian Privacy Principles and how the complaint will be handled. The Woodleigh Privacy Policy is available on the School's website.