



Privacy Information for Prospective Applicants for Employment

1. Sacred Heart College respects the privacy of all persons involved with the College. Furthermore, the College is committed to ensuring that it complies at all times with its obligations under the Commonwealth *Privacy Act*.
2. In applying for this position you will be providing Sacred Heart College with personal information. We can be contacted as follows:
The Principal
Sacred Heart College
Brighton Road
Somerton Park SA 5044
Tel.: 08 8294 2988
Email: principal@shcs.sa.edu.au
3. If you provide us with personal information, for example, your name and address or information contained in your resume, we will collect the information in order to assess your application.
4. You acknowledge and accept that we may store this information for a period of up to three months.
5. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access may be denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
6. We will not usually disclose this information to a third party without your specific consent. We may, if requested by the organizations, disclose this kind of information to the following types of organizations:
 - ◆ Other Catholic schools who may be recruiting staff
 - ◆ Catholic Education Offices for the purpose of informing Catholic schools of persons seeking employmentIf you do not wish the information to be disclosed to any of these organizations, could you please let us know in writing as soon as possible using the above contact details.
7. We usually disclose your personal information as a matter of routine to the Catholic Education Office for good character screening purposes.
8. If you are a teacher, we usually disclose your personal information to the Teacher Registration Board for the purposes of ascertaining that you are a registered teacher.
9. It is our policy to collect information from any previous employers in Catholic education. If we wish to contact previous Catholic education employers not named by you as a referee, we will contact you specifically to obtain your consent. If you decline consent, this may prejudice your application.
10. If you provide us with the personal information of others (such as referee names and contact details), 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, that the School does not usually disclose the information to third parties and that we may store their information for a period of up to three months