



Employment Collection Notice

1. In applying for this position, you will be providing Catholic Schools Parramatta Diocese (CSPD) with personal information.
2. CSPD is bound by the Australian Privacy Principles contained in the Commonwealth *Privacy Act 1988*. In relation to health records, we are bound by the Health Privacy Principles contained in the NSW *Health Records and Information Privacy Act 2002*.
3. If you provide your personal information, this information will be collected in order to assess your application for employment. Your information will remain on our eRecruitment system until such time as we remove it or you request its removal.
4. CSPD uses online service providers to store personal information and to provide recruitment services. Personal information may be provided to these service providers to enable them to authenticate user access.
5. The CSPD Privacy Policy is accessible on the CSPD website and contains details of how we are bound by the *Privacy Act* and the Australian Privacy Principles. You may seek access to and correction of your personal information that we hold. 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.
6. We may disclose personal information to third parties with your consent, or where it would be reasonably expected that such disclosure may be required, or if otherwise permitted or required by law.
7. We may disclose your information to organisations that provide background screening services and we may use your information to conduct a criminal record check or comply with child protection laws. We may also collect personal information about you in accordance with these laws.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to us and why.
9. You can obtain further information by contacting CSPD on (02) 9840 5600 or at privacy@parra.catholic.edu.au or via mail sent to: Catholic Schools Parramatta Diocese, Locked Bag 4, North Parramatta NSW 1750.