

Employment Collection Notice

Good Shepherd College



Good Shepherd College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy (Private Sector) Act 1988 and Privacy Amendment (Enhancing Privacy Protection) Act 2012. In relation to health records, the college is also bound by the Health Privacy Principles contained in the Health Records Act 2001 (Vic).

The college is committed to managing personal information in an open and transparent way. This statement specifically itemises the reasons for collecting information about students and their families, and the way in which information will be used by the college. For further information, please refer to the Good Shepherd College Privacy Policy.

Our full privacy policy describes how we treat personal information when you interact with the College. The following is a “short version” of our privacy practices in regards to employment applications and enquiries.

1. In applying for a position, or enquiring about future positions, you will be providing Good Shepherd College with personal information. We can be contacted at: 295 Mt Napier Road, Hamilton, Victoria / PO Box 390, Hamilton, Victoria, 3300.
2. The College’s Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles 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. We will not disclose your information to a third party without your consent.
3. 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.
4. We are required to collect information under various Government, Non-Government, Education Acts, Public Health and Child Protection laws. We may also collect personal information about you in accordance with these and other laws.
5. The College 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 College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.