



## **Employment Application Collection Notice**

1. In applying for this position you will be providing William Clarke College with personal information. We can be contacted:

William Clarke College  
PO Box 6010  
Baulkham Hills Business Centre NSW 2153  
[info@wcc.nsw.edu.au](mailto:info@wcc.nsw.edu.au)  
+61 2 8882 2100

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. The College's Privacy Policy, accessible on the College's website, 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 which 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. We are required to conduct a criminal record check and collect information regarding whether you are or have been subject to certain criminal offences under the *Child Protection (Working with Children) Act 2012 NSW*.
6. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as email services. Some limited personal information may also be provided to these services 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 College's use of an online or 'cloud' service providers is contained in the College's 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.