



Employment Application Collection Notice

1. In applying for this position you will be providing Hills Christian Community School with personal information. We can be contacted at 14-16 Onkaparinga Valley Road, Verdun SA 5245, on 08 8388 7811 or by email at employment@hccs.sa.edu.au.
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 for one year if your application is unsuccessful in case another position becomes available.
3. The School's Privacy Policy, accessible on the School'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 School has collected and holds. 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.
4. We will not disclose this information to a third party without your consent unless otherwise permitted.
5. We are required to collect information under Child Protection laws so will collect personal information about you in accordance with these laws.
6. The School may also use online or cloud service providers to store personal information, which may include sensitive information on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia.
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 School and why.