

NAMBOUR CHRISTIAN COLLEGE LTD

EMPLOYMENT COLLECTION NOTICE

1. In applying for this position, you will be providing Nambour Christian College (the College) with personal information. We can be contacted at PO Box 500, Nambour 4560 or by email at employment@ncc.qld.edu.au or by telephone on 07 5451 3333.
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, for a period of no longer than 12 months.
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 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 may disclose this kind of information to the following types of organisations e.g. support vendors that provide services around staff administration systems or applicant assessment services for select positions.
5. You may be required to provide the College with a criminal record check and a Working with Children Check (Blue Card) under Child Protection laws. We may also collect personal information about you in accordance with these laws.
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 service 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 on online or 'cloud' service providers is contained in the College's Privacy Policy.
7. The College uses centralised information management and storage systems (Systems) provided by third party service providers. Personal information is stored with and accessible by the third-party service providers for the purpose of providing services to the College in connection with the Systems.
8. 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.

