



## Woodcroft College Employment Application Collection Notice

1. In applying for this position you will be providing Woodcroft College with personal information. We can be contacted via email: [employment@woodcroft.sa.edu.au](mailto:employment@woodcroft.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 if your application is unsuccessful in case another position becomes available.
3. The College's Privacy Policy ([www.woodcroft.sa.edu.au/privacy](http://www.woodcroft.sa.edu.au/privacy)) contains details of how you may complain about a breach of the Australian Privacy Principles or how you may seek access to or correction of personal information collected about you. However, access may be refused in certain circumstances, for example, where this would have an unreasonable impact on the privacy of others.
4. We will not disclose this information to a third party without your consent unless otherwise permitted.
5. We are required to collect information regarding whether you have been the subject of certain criminal offences 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 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 of 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 College and why.

