Information Collection Notice – Employment

1. In applying for this position you will be providing Macarthur Anglican School with personal information. The School’s address is:

   PO Box 555
   Camden NSW 2570

   Telephone: (02) 4647-5333
   Facsimile: (02) 4647-5444

   Email: administration@macarthur.nsw.edu.au

2. If you provide us with personal information, for example your name and address or information contained in your resume or on your application form, we will collect the information in order to assess your application.

3. You agree that we may store this information for an indefinite period if you are successful in your application or up to six months if you are unsuccessful.

4. You may seek access to the personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

5. We will not disclose this information to a third party without your consent.

6. We are required to conduct a Working with Children check regarding whether you are or have been the subject of an Apprehended Violence Order (AVO) and certain criminal offences under child protection law.

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,
   • that they can access that information if they wish,
   • that the School does not usually disclose the information to third parties, and
   • that we may store their information for, in the case of successful applicants – indefinitely and in the case of unsuccessful applicants – up to six months.