

Employment Collection Notice

October 2018



Pembroke

PRIVACY COLLECTION NOTICE (JOB APPLICANTS)

1. This notice sets out how Pembroke School collects and handles the personal information of job applicants.
2. By submitting a job application to us, or otherwise providing your personal information to us, you consent to us collecting, holding, using and disclosing your personal information as described in this notice and our Privacy Policy. If we are not able to collect, handle, use and disclose personal information about you as set out in this notice and our Privacy Policy, we may be unable to process your job application.
3. The School collects personal information (which may include sensitive information) about job applicants in order to assess their applications and suitability for employment at the School. Such personal information may be collected via a written job application, or in the course of conversations or formal interviews. We may also collect personal information about you from third parties in the course of checking your qualifications and employment references, and (where permitted by law) from conducting criminal record checks and other checks required under child protection laws.
4. Before providing the School with personal information about another person (e.g. employer references), please obtain their consent and explain to them the purpose of the disclosure.
5. If your application for a specific position is unsuccessful, we will keep your written application on file for a further period of twelve months after that position has been filled. The purpose of keeping your application on file, is to consider your suitability for any other positions that arise during that period.
6. The School may disclose personal information about job applicants (including sensitive information) for recruitment, administrative and support purposes. This may include disclosures in the course of checking your qualifications and employment references and (where permitted by law) conducting criminal record checks, and any other checks required under Pembroke's Child Protection Policy and related legislation.
7. The School may also disclose personal information to third party providers of IT services and cloud services (i.e. in the course of them providing data storage, email or other services to the School). These service providers may use servers that are based overseas.
8. For more information about how we handle personal information, please read our Privacy Policy, accessible on the School's website at <https://www.pembroke.sa.edu.au/privacy-statement/>. Our Privacy Policy will provide you with additional information about:
 - how we collect, handle and store personal information
 - the purposes for which we use and disclose personal information
 - how to contact our Privacy Officer with any queries or complaints
 - how to file a complaint with the Office of the Australian Information Commissioner if you believe that we have breached our legal obligations in respect to your personal information.

JOB APPLICANTS LOCATED IN THE EUROPEAN UNION (EU)

9. For job applicants based in the EU, our Privacy Policy also includes additional information about:
- the lawful bases for which we process your personal information
 - the additional choices and rights you have in respect to your personal information under GDPR including the right to:
 - request access to and obtain more information about the processing of your personal information
 - ask us to erase your personal information if you withdraw your consent and we are not otherwise legally entitled to retain it
 - object to our processing of your personal information where we are processing your information with your consent
 - receive some personal information you have given us in a structured, commonly used and machine-readable format and/or ask us to transmit it to someone else
 - lodge a complaint with the relevant EU authority if you think that any of your rights have been infringed by us.