



ST PAUL LUTHERAN SCHOOL

Living and Learning Together in Christ

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Employment Application Collection Notice

St Paul Lutheran School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy (Private Sector) Act 1988 and Privacy Amendment (Enhancing Privacy Protection) Act 2012.

1. The School is committed to managing personal information in an open and transparent way. This statement specifically itemises the reasons for collecting information about students and their families, and the way in which information will be used by the School. For further information, please refer to the St Paul Lutheran School Privacy Policy.
2. In applying for a vacant position, you will be providing St Paul with personal information. For example, your name and address or information contained on your cover letter and curriculum vitae. The School will collect the information in order to assess your application for employment.
3. The School will keep your cover letter and curriculum vitae on file. If your application is unsuccessful, your cover letter and curriculum vitae will be kept for a period of two years, in the event that another position becomes available. All other information will be destroyed. Should you wish for your application to be destroyed earlier, please notify the School.
4. In order to satisfy the School's legal obligations (eg. Workplace Gender Equality Act), the personal information data which is collected for job vacancies will be kept for the purposes of statistical reporting. This information will be de-identified by deleting any reference to names.
5. Unsolicited job applications will receive an acknowledgement email indicating their application will be stored for a period of two years, and then destroyed accordingly.
6. The School will not disclose this information to a third party without your consent. Should you be successful in gaining employment, please be aware that the School discloses personal and sensitive information of employees to Lutheran Education Australia for administrative purposes.
7. The School may from time to time store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. If you provide the School with the personal information of others, such as referees, we encourage you to inform them that such information has been disclosed to the School; why the information has been disclosed; and that they are able to access that information.

However, the School does not usually disclose any information to third parties without appropriate consent.