



Employment Collection Notice

In applying for this position, you will be providing The Cathedral School with personal information. The information collected will be used to assess your application for the position.

1. 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.
2. The School's Privacy Policy, accessible on the School'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 School 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.
3. We will not disclose this information to a third party without your consent unless otherwise permitted.
4. If you are not a teacher registered with the Queensland College of Teachers, we are required to conduct blue card screening through the Queensland Blue Card Services under the *Working with Children (Risk Management and Screening) Act 2000 (Qld)*.
5. The School uses online or 'cloud' service providers to store personal information and to provide services to the School 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 School's use of on online or 'cloud' service providers is contained in the School's Privacy Policy.
6. If you provide us with the personal information of others (e.g. referees), we encourage you to inform them that you are disclosing that information to the School and why.

Further information

A copy of the schools Privacy Policy can be found at www.cathedral.qld.edu.au. The school's contact details are:

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Postal Address: PO Box 944, Aitkenvale D.C, Queensland 4814 Australia,
T: (07) 4722 2000,
F: (07) 4722 2111,
Email: tcs@cathedral.qld.edu.au