



Employment Application Collection Notice

1. In applying for this position you will be providing Lourdes Hill College with personal information. We can be contacted by writing to The Principal, Lourdes Hill College, 86 Hawthorne Road, Hawthorne, QLD, 4171; or calling (07) 3399 888 or via email: principal@lhc.qld.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 sets out how you may seek access to your personal information and how you may complain about a breach of the APPs. 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.
4. We will not disclose this information to a third party without your consent unless otherwise permitted to.
5. We are required to collect information under Queensland Child Protection laws. Employees who are not registered teachers are required to have a current and valid Working with Children Check (Blue Card), and a National Criminal History Record Check. We may also collect other personal information about you in accordance with these laws.
6. The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside 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 School and why.
8. If you are employed by Lourdes Hill College, the personal information that we collect about you will become part of your employee record and will be handled accordingly.