

Privacy Policy – Employment Collection Notice

1. In applying for a position with Westminster School you will be providing us with personal information. We can be contacted at 1-23 Alison Avenue, Marion; via email at ws@westminster.sa.edu.au or by phone on 08 8276 0276
2. If you provide us with personal information, for example your name and address or information contained on your resume or CV, we will collect the information in order to assess your application.
3. You agree that we may store this information for the amount of time required to assess your application. In the event that you are appointed to a position, you agree that this information may be held on your permanent personnel file.
4. If you are unsuccessful, we often hold the information you have provided us for a period of up to six months in case another suitable position arises in that period.
5. You may seek access to your 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.
6. We will not disclose this information to a third party without your consent.
7. You agree that we may contact referees listed on your application and discuss your application with these referees to the extent that is required to assess your suitability for the position for which you have applied.
8. 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 up to six months if your application is unsuccessful and that it will form part of your permanent personnel file if you are appointed to a position.

This Collection Notice is to be read in conjunction with the School's Privacy Policy which is available on the School's internet site, www.westminster.sa.edu.au, or from the School office.