



Privacy Disclosure Statement – Recruitment

This is our privacy statement which sets out how Scotch College manages your personal information, including sensitive personal information (together referred to as "**personal information**"), for recruitment, engagement or other career related purposes.

The kinds of information we collect and hold

Depending on the particular circumstances, we collect and hold a range of different information about you. This includes items such as your name, date of birth/age, contact details, address/location, identification documents, resume, employment history, education qualifications, residency/citizenship status, work permit/visa details, professional licenses, referee details, military service and veteran details, results of psychometric tests, security/background checks, video interviews, medical and toxicology tests, identity and police checks.

You might also need to provide personal information about other individuals to us (e.g. your referee contact details). If so, we rely on you to:

- (a) inform those individuals that you are providing their personal information to us,
- (b) obtain their consent, and
- (c) advise them about this statement.

Sensitive Personal Information

We also collect personal information about you which may be considered sensitive or protected under applicable laws (such information may include, ethnic origin, criminal record, physical and mental health, identity reference numbers, and other protected sensitive information) ("**Sensitive Personal Information**"). You acknowledge and agree that we may collect, store, use or disclose such Sensitive Personal Information for the purposes for which the Sensitive Personal Information was received or collected or as otherwise permitted under applicable laws.

How we collect your information

We may collect your information in a number of ways, including:

- Directly from you (such as from your application form, interviews, over the phone, written correspondence and through webforms and IT systems);
- From publicly available sources (such as Facebook and LinkedIn);
- From third parties (such as conference organizers, recruitment agencies, references and from psychometric test results and police and identity checks).

How we hold your information

We may store your personal information in hard copy or electronic format, in storage facilities that we own and operate ourselves, or that are owned and operated by our service providers. Scotch College will ensure that any restrictions imposed by applicable privacy laws in relation to obtaining, holding, use and the transfer of personal information by Scotch College to any recipients (including overseas recipients) are observed. We take reasonable steps to maintain the security of your personal information and to protect it from unauthorized disclosure.

How we use and process your information

We may use and process your information for recruitment and engagement purposes.

We may also use your personal information to verify your identity and other details, contact referees and conduct police and other checks.

We may continue to use your personal information until:

- (a) we no longer need the information for any purpose; and
- (b) we are no longer required to retain such information under any laws, court orders or contracts, after such time, we will delete or de-identify the information.

If you choose not to provide certain personal information (including any mandatory information), we may not be able to progress your job application, or provide you with correspondence and other information regarding employment or engagement at Scotch College.

Please note that if you subsequently become employed or engaged by us, any personal information we have collected will form part of your employee/personnel records with us (at which point, the *Scotch College Privacy Policy* will apply).

When we disclose your information

For administrative purposes, the College may from time to time disclose personal information and sensitive information held about an individual.

Sensitive information will be used and disclosed only for the primary purpose for which it was provided or a directly related secondary purpose.

Sensitive information may be used and disclosed for other purposes if the person to whom the information relates agrees otherwise, or the use or disclosure of the sensitive information is required or allowed by law.

Your agreement to provide accurate information

You agree to provide your personal information, which is in all respects true, accurate and up to date and is not, in any respect, misleading, deceptive or inaccurate or likely to be misleading or deceptive.

How to access or correct your information or make a privacy complaint

If you wish to access or have a copy of any of your personal information that we hold, or have any other request (such as making updates or corrections to your personal information, or deleting or ceasing the collection, processing or use of your personal information), please contact Human Resources so we can consider and respond to your request: Email mgreenwood@scotch.sa.edu.au

You may also use these contact details to notify us of any privacy complaint you have against us, including if you think that we have failed to comply with applicable privacy laws.

We are committed to acknowledging your complaint in a prompt manner and will give you an estimated timeframe for when we will respond to your complaint. While we hope that we will be able to resolve any complaints you may have without needing to involve third parties, you may also be able to lodge a complaint with a relevant regulator in your local jurisdiction.

About this statement

This statement has been issued by Scotch College. From time to time we may need to change this statement. If we do, we will post the updated version on www.scotch.sa.edu.au/careers and it will apply to all of your personal information held by us at that time. This Scotch College Privacy Disclosure Statement for Recruitment was last updated on 23 February 2018.