

Recruitment Collection Notice

Purpose of this notice

This Recruitment Collection Notice explains how Scotch College Adelaide (“the College”, “we”, “us”, “our”) collects, uses, holds and discloses personal information about individuals during our recruitment process.

Why we collect and use personal information

The College collects your personal information in order to assess your application for employment.

The types of personal information we may collect about you during the recruitment process may include your name and contact details, employment history, qualifications, referee details, information obtained from interviews and assessments, and information required for onboarding purposes if you are offered employment (such as your date of birth, tax file number, bank details and emergency contact details).

We are required under South Australian child safety legislation to collect personal information for the purpose of conducting child-related screening checks, including the Working With Children Check. This may involve the collection and handling of information about criminal history or intervention orders relevant to your eligibility to engage in child-related work.

If your application is successful the College will also use this information to place an offer of employment with you, to create your employee file and to enable some aspects of onboarding.

If you do not provide some of your personal information, we may be limited in our ability to assess your application or offer you employment.

How we collect personal information

We collect your personal information directly from you (including from your resume and Applicant Declaration), as well as from other sources, such as your referees and the regulatory or screening authorities.

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 College and why.

If your application is unsuccessful, we may keep your information on file for a reasonable period in case another position becomes available, unless you request otherwise.

Scotch College Adelaide

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CRICOS 00615B



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Disclosure of personal information

We may disclose your personal information to:

- College staff and decision-makers involved in recruitment
- Regulatory authorities or government agencies where required or authorised by law
- Your nominated referees
- Recruitment service providers who support our operations, including cloud-based platforms. These third parties may be located outside Australia. Where this occurs, we take reasonable steps to ensure privacy protections are in place.

Storage and security of personal information

The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as email services. Some limited personal information may be provided to these service providers to enable them to authenticate users that access their services and provide technical support. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Where overseas disclosure occurs, we take reasonable steps to ensure recipients handle the information in accordance with the Australian Privacy Principles.

Further information about the College's use of online or 'cloud' service providers is contained in the College's Privacy Policy.

Access, correction and complaints

The College's Privacy Policy, accessible on the College's website, contains details of how you may seek access to and correction of your personal information which the College holds, as well as how you can make a privacy complaint and how we will handle the complaint.



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