Appendix 2

John Paul College Notice Regarding Collection of Information about Prospective Employees

1. In applying for this position you will be providing John Paul College with personal information. We can be contacted at:

   John Paul College, McMahons Road, Frankston VIC 3199 Australia
   Telephone (03) 9784 0200 Facsimile (03) 9781 5810
   email johnpaul@jpc.vic.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.

3. You agree that we may store this information for two weeks after the application/decision-making process has been completed.

4. If you are successful in your application we will store the information until the completion of your employment with the College.

5. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. Such request should be made in writing to the College Principal. 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. We usually disclose this kind of information to the following types of organisations:

   - Other schools seeking employees with your qualifications/experience;
   - Catholic Education Office.

7. We are required to conduct a criminal record check and you will be required to complete a form which gives consent to check and release National Police Records. If you do not agree to this we will not be able to employ you.

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 College, and why, so they can access that information if they wish, that the College does not usually disclose the information to third parties and that we may store their information as long as your personal information is retained by the College (see 1.2.3 above).