

The [Australian Privacy Principles \(APPs\)](#) require the College to notify individuals of the following matters when collecting personal information from them:

1. In applying for this position, you will be providing Portside Christian College (the College) with personal information.
2. We will collect the personal information you provide us (for example, the information in forms and your resume) in order to assess your application for employment. We may also make notes and prepare a confidential report in respect of your application. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. We may collect personal information about you from others (e.g. previous employer, referees).
4. If you do not provide all the information requested, the College may not be able to consider your application for employment.
5. The College may use outside experts or consultants to assist the College with recruitment and appointment. In these circumstances, our contractual agreements with these parties will require the same commitment to your privacy as the College gives you. We will not disclose this information to any other third party without your consent.
6. The College has a policy of conducting employment screening checks, including:
 - Character and professional references
 - Working with children clearances
 - Criminal history checks
 - Teacher registration details (if relevant)
7. The College may use overseas-based cloud service providers to store personal information and to provide services to the College that involve the use of personal information. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. Further information about the College's disclosure of personal information to overseas providers is contained in the College's Privacy policy (*College community*).
8. If you provide us with the personal information of others (e.g. referees, emergency contacts), we encourage you to inform them that you are disclosing that information to the College and why.
9. The College's *Privacy policy (College community)*, on the College's website, contains further information about the College's general information handling practices including:
 - How you may seek access to and correction of your personal information which the College has collected and holds.
 - How you can make a complaint about a breach of the APPs and how the complaint will be handled.