



EMPLOYMENT COLLECTION NOTICE

AS REQUIRED BY THE PRIVACY ACT EFFECTIVE FROM 21 DECEMBER 2001

1. In applying for this position you will be providing Mercy Secondary Education Inc (MSEInc), with personal information. We can be contacted at 720-726 Heidelberg Road, Alphington, (03) 9499 1577 or elynych@melbmercy.org.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 may seek access to your personal information that we hold about you, however if you are unsuccessful, it is the practice of the MSEInc Board to shred personal information. On other occasions where personal information is kept, access may be denied, where for example, such access would have an unreasonable impact on the privacy of others.
4. We will not disclose this information to a third party without your consent. If your application is successful, we usually disclose this kind of information to the following types of organisations – Catholic Education Office and Teacher registration bodies.
5. If you are successful, you will be required to provide for MSEInc, a criminal record check.
6. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing this information to MSEInc and why, that they can access that information if they wish and that MSEInc does not usually disclose the information to third parties.