

## Information Collection Notice – Job Applicants

Scotch College, 76 Shenton Road, Swanbourne, WA 6010.  
PO Box 223, Claremont, WA 6910  
Email: [PrivacyOfficer@Scotch.wa.edu](mailto:PrivacyOfficer@Scotch.wa.edu)  
Phone (08) 9383 6800  
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**SCOTCH  
COLLEGE**



1. Scotch College collects personal information, including sensitive information about job applicants. This includes information provided in your job application, in the course of conversation or as collected from third parties on your behalf, such as employment referees. The primary purpose of collecting this information is to enable the College to consider your application for employment with Scotch College.
2. Some of the information the College collects is to satisfy the College's legal obligations, particularly to enable Scotch College to discharge its duty of care to enrolled students.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
4. In order to consider your application for employment and to facilitate and manage your employment relationship with Scotch College, you consent to our collecting personal information about you from recruitment agencies, law enforcement agencies for criminal checks and working with children checks, educational institutions to verify your qualifications, and other individuals or businesses we contact for the purpose of reference-checking as agreed with you.
5. If you are successful in your application for employment and become an employee of Scotch College then an employee record will be created and the personal information we have collected will be stored in this file. Employee records are exempt from the Australian Privacy Principles (APPs) under the Privacy Act 1988.
6. If you are not offered a position or if you decline an offer of a position at Scotch College any personal information we have collected will be stored for 12 months, unless you advise us to destroy the records at an earlier time. At this time, the College will take reasonable steps to destroy or de-identify the information as appropriate.
7. Scotch College may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:
  - anyone you authorise Scotch College to disclose information to; and
  - anyone to whom Scotch College is required or authorised to disclose the information to by law, including under child protection laws.
8. Failure to provide the information to Scotch College will affect the College's ability to evaluate your application and may result in the recruitment process not proceeding.

9. Scotch College may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia.

10. Scotch College's Privacy Policy contains further information about its use of cloud and other third-party service providers and any of their overseas locations.

11. Scotch College's Privacy Policy is accessible via the Scotch College website or a hard copy can be obtained from Reception. The Policy sets out how job applicants and employees may seek access to, and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, or may result in a breach of Scotch College's duty of care obligations. Any refusal will be notified in writing with reasons if appropriate.

12. Scotch College's Privacy Policy also sets out how job applicants and employees can make a complaint about a breach of the APPs and how the complaint will be handled.

13. If you provide Scotch College with the personal information of others, such as other employment referees, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the College and why, that they can request access to and correction of that information if they wish and to also refer them to Scotch College's Privacy Policy for further detail about such requests and how Scotch College otherwise handles personal information it collects and complaints it receives.

Scotch College's Privacy Policy is available on [www.scotch.wa.edu.au](http://www.scotch.wa.edu.au) Scotch College can be contacted about our Privacy Policy or about personal information generally, by:

- Emailing [PrivacyOfficer@Scotch.wa.edu.au](mailto:PrivacyOfficer@Scotch.wa.edu.au)
- Calling +61 8 9383 6800
- Writing to our Privacy Officer at 76 Shenton Road, Swanbourne, WA 6010 or
- by facsimile at +61 8 9385 2286