PLC DATA COLLECTION NOTICE - RECRUITMENT

In applying for positions at Presbyterian Ladies’ College, you will be providing us with personal information.

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 for employment. If your application is unsuccessful or another position becomes available, we may keep this information on file for a period not exceeding three (3) months.

The Presbyterian Ladies’ College Privacy Policy contains details of how you may enquire about a concern of a breach of the Australian Privacy Principles and how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

We will not disclose this information to a third party without your consent.

We are required to collection information such as National Police Clearance and Working with Children Check documents under the Child Protection Laws. We may also be required to collect personal information about you in accordance with relevant legislation and laws.

The College may store personal information in the ‘cloud’, which may mean that it resides on servers, which may be situated outside of Australia.

If you provide us with the personal information of others, (e.g. referee contact details) we encourage you to inform them that you are disclosing that information to the College and why, so that they can access that information if they wish. Presbyterian Ladies’ College does not usually disclose the information to third parties without consent.

The Human Resources Department may be contacted on (08) 9424 6484 or at recruitment@plc.wa.edu.au