

Privacy Collection Notice

Employment

1. In applying for a position at Pilgrim School you will be providing Pilgrim School with personal information. We can be contacted at 2 Campus Drive, Aberfoyle Park 5159 or 08 8270 3033 or pilgrim@pilgrim.sa.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 for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available. If you do not wish for us to retain your information for this purpose, please advise us in writing.
3. The School's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles or how you may seek access to personal information collected about you. There may be occasions when access is denied, such as where access would have an unreasonable impact on the privacy of others.
4. We usually use and may disclose this kind of information to individuals and former employers you have listed in your application (including in your resume) for the purpose of checking your work history and your references. We may also check publicly available records for the purpose of verifying your academic qualifications and other aspects of your work history and suitability for any role at the School.
5. If you are a teacher, we usually disclose your personal information to the Teacher Registration Board for the purpose of ascertaining that you are a registered teacher.
6. We may use this information to conduct a national police check and/or a working with children check and may collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.
7. The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
8. If you provide us with the personal information of others (such as referees and next-of-kin contact details), we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.



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