



**KILDARE**  
**COLLEGE**

# Employment Application Collection Notice

- In order to assess your application for employment, Kildare College collects your personal information. If we cannot collect some of your personal information, we may be limited in our ability to assess your application.
- We collect your personal information directly from you (including from your resume) as well as from other sources such as your referees and the results of working with children checks. If your application is unsuccessful, we will retain a hard copy of your information on file for 12 months following the date of your initial submission, in case another suitable position becomes available. After this 12 month period, your information will be confidentially destroyed.
- As a part of our pre-screening procedures, we will disclose your personal information to relevant Government agencies to conduct a criminal record check and whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws.
- In the event your application results in an accepted offer of employment, we will disclose your name to CESA and Microsoft for the purpose of granting access to services required by staff. We may disclose your name to additional services depending on the requirements of the role.
- Kildare College uses online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as email services. Some limited personal information may be provided to these service providers to enable them to authenticate users that access their services and provide technical support. We ensure this personal information resides on datacentres which are situated within Australia. Further information about the College's use of online or 'cloud' service providers is contained in the College's Privacy Policy.
- The College's Privacy Policy, accessible on the Kildare College website, contains details of how you may seek access to and correction of your personal information which the College holds, as well as how you can make a privacy complaint and how we will handle the complaint.
- If you provide us with the personal information of others (e.g. referees), we encourage you to inform them that you are disclosing that information to the College and why.