



Newcastle Campus
57 High Street
PO Box 87
Waratah NSW 2298
Ph: (02) 4960 6600
Fax: (02) 4960 6690
admin@spcc.nsw.edu.au
www.spcc.nsw.edu.au

Employment Collection Notice

Dear Applicant,

Re: Employment Collection Notice

To comply with the Privacy Amendment (Private Sector) Act 2000 applicants submitting applications to the College must read the following collection notice:

1. In applying for this position you will be providing St Philip's Christian College with personal information. We can be contacted at the address below.
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 agree that we may store this information for a period of twelve months.
4. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. We will not disclose this information to a third party without your consent.
6. We are required to conduct a criminal record check and collect information under Child Protection laws.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why. They should also be informed that they can access that information if they wish, that the College does not usually disclose the information to third parties and that we may store their information for twelve months.

The Principal,
St Philip's Christian College, Newcastle
57 High Street,
Waratah NSW 2298
E-mail jobs.newcastle@spcc.nsw.edu.au
Telephone: (02) 4960 6600

CONSENT FORM

I have read and understood the 'Employment Collection Notice' above and consent to the College holding my personal information for a period of twelve months.

Name:

SURNAME

GIVEN NAMES

Signature:

Date: DD/MM/YEAR