



Port Stephens Campus
182 Salamander Way
SALAMANDER BAY NSW 2317
Ph: 02 49195400
Fax: 02 49195499
Email: portstephens@spcc.nsw.edu.au
Web: 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
Port Stephens Campus
182 Salamander Way
Salamander Bay NSW 2317
E-mail portstephens@spcc.nsw.edu.au
Telephone: (02) 49195400

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