

## Employment Collection Notice (for job applicants and staff)

1. In order to assess your application for employment, Sunrise Christian School and Sunrise Christian School Whyalla (the School) collects your personal information. If we cannot collect some of your personal information, we may be limited in our ability to assess your application.
2. The School collects personal information about you before and during the course of your employment at the School. This may be in writing, through technology systems (including CCTV) or in the course of conversations. CCTV surveillance camera footage may be recorded on School grounds for the purpose of security, Work, Health and Safety, and in the management of critical or serious incidents. We might also use artificial intelligence (AI) systems to collate or analyse your personal information. The types of personal information the School collects include sensitive information, which includes health information.
3. We collect your personal information directly from you (including from your job application) as well as from other sources (such as your referees and the results of Working With Children Checks and criminal background checks) to assess your application for employment. We might also use artificial intelligence (AI) systems to collate and analyse your personal information. We may keep your information on file if your application is unsuccessful in case another position becomes available.
4. We are required to conduct, or obtain a copy of, a Working with Children Check to collect information regarding whether you are or have been the subject of an AVO (Apprehended Violence Order) or an Intervention Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.
4. The School uses centralised information management and storage systems (Systems) managed by third party providers. Personal information is stored with and may be disclosed to these third party service providers for the purpose of providing services to the School in connection with the Systems.
5. The School may use online or 'cloud' service providers to store personal information and to provide services to the School 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. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the School's use of on online or 'cloud' service providers is contained in the School's *Privacy Policy*.
6. The School's *Privacy Policy*, accessible on the School's website, contains details of how you may seek access to and correction of your personal information which the School holds, as well as how you can make a privacy complaint and how we will handle the complaint.
7. 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 School and why.