



Presbyterian Ladies' College

M E L B O U R N E

PRIVACY COLLECTION NOTICE **Employees**

Presbyterian Ladies' College (PLC or the College) collects personal information about employees throughout the recruitment process and during the employment relationship. This notice applies to the collection of personal information before an employment relationship is formed. Once you become an employee, certain information is governed by the employee records exemption under the Privacy Act 1988 (Cth), described below.

What we collect

We collect personal, sensitive and health information, which may include:

- Names, addresses, contact details and dates of birth
- Identity documents and right-to-work information
- Employment history, qualifications, professional registrations and references
- Working With Children Check (WWCC) information
- Criminal history and background check information
- Victorian Institute of Teaching (VIT) registration details
- Financial and banking information for payroll purposes
- Health information relevant to fitness for work, workplace adjustments or leave entitlements
- Emergency contact and next-of-kin details
- Tax file and superannuation information

Why we collect it

The primary purposes for collection are to:

- Assess applications for employment and manage the recruitment process
- Verify identity, qualifications, registration and suitability to work with children
- Manage the employment relationship, including payroll, leave, performance and professional development
- Discharge the College's child safety obligations and comply with the Workers Screening Act 2020 (Vic)
- Meet legal and regulatory obligations including those relating to workplace health and safety

Employee records exemption

Once an employment relationship is formed, the Privacy Act 1988 (Cth) provides that this policy does not apply to the College's handling of an "employee record" where the act is directly related to the current or former employment relationship. However, the College handles all staff health information in accordance with the Health Records Act 2001 (Vic) and Health Privacy Principles regardless of this exemption.

This collection is required or authorised by law, including:

- Privacy Act 1988 (Cth) and the Australian Privacy Principles
- Health Records Act 2001 (Vic) and Health Privacy Principles
- Workers Screening Act 2020 (Vic)
- Education and Training Reform Act 2006 (Vic)
- Occupational Health and Safety Act 2004 (Vic)

If you do not provide the information

Failure to provide requested information may result in the College being unable to process or continue an application for employment, verify your suitability to work with children, or meet its legal obligations.

Who we may share it with

We may disclose personal information to:

- Victorian Institute of Teaching and other professional registration bodies
- Working With Children Check administrators
- Payroll, superannuation and banking providers
- Reference providers nominated by you
- Government agencies and regulatory bodies as required by law
- HR, legal, insurance and administrative service providers

- Anyone to whom we are required or authorised to disclose by law

Overseas disclosure

Some of our service providers may store or process personal information on servers located outside Australia, including in the United States, Singapore and the European Union and as such, may not be subject to equivalent privacy laws. We take reasonable steps to ensure these providers are bound by privacy obligations consistent with the Australian Privacy Principles. Further detail is in our Privacy Policy.

Your rights

You may request access to, or correction of, the personal information we hold about you by contacting our Privacy Officer. Where a request is refused, we will explain why and how you may complain. You may also lodge a complaint with the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au or, for health information, with the Health Complaints Commissioner (Victoria) at www.hcc.vic.gov.au.

Terms used in this Privacy Collection Notice have the meanings given to them in the glossary set out in our Privacy Policy.

For full detail on how we handle personal information - including storage, security, data breach response and overseas disclosure - refer to our Privacy Policy available at www.plc.vic.edu.au.

Privacy Officer - Presbyterian Ladies' College

Address: 141 Burwood Highway, Burwood VIC 3125

Email: privacy@plc.vic.edu.au

Tel: (03) 9808 5811

Privacy Policy: www.plc.vic.edu.au → Reports & Policies → Privacy Policy