



Presbyterian Ladies' College

MELBOURNE

PRIVACY COLLECTION NOTICE

Job applicants

Presbyterian Ladies' College (PLC or the College) collects personal information from individuals applying for employment. This notice explains what we collect, why, and what happens to your information if your application is unsuccessful.

What we collect

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

- Names, addresses, contact details and dates of birth
- Résumé, employment history, qualifications and professional memberships
- References from previous employers or nominated referees
- Victorian Institute of Teaching (VIT) registration or equivalent professional registration
- Working With Children Check (WWCC) information
- Criminal history information
- Identity documents and right-to-work information
- Any information you voluntarily provide in your application

Where we collect sensitive information (including health or criminal history information), this is collected with your consent and only where reasonably necessary for the recruitment process.

Why we collect it

The primary purposes for collection are to:

- Assess your application and determine your suitability for the role
- Verify qualifications, professional registrations and references
- Confirm your suitability to work with children, including WWCC verification
- Comply with our child safety obligations and the Workers Screening Act 2020 (Vic)

For information on how we collect your information, please refer to PLC Privacy Policy.

The collection of information is required for our recruitment processes and may also be required or authorised by law, including:

- Privacy Act 1988 (Cth) and the Australian Privacy Principles
- Workers Screening Act 2020 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Education and Training Reform Act 2006 (Vic)

If you do not provide the information

Failure to provide requested information may limit our ability to assess your application or proceed with the recruitment process, particularly where the information is required to verify your suitability to work with children.

Who we may share it with

We may disclose personal information to:

- Reference providers nominated by you
- Victorian Institute of Teaching and other professional registration bodies
- Working With Children Check administrators
- Recruitment and HR service providers engaged by the College
- Government and regulatory bodies as required by law

Retention of your information

If you are offered and accept a position, your application information will be converted to an employee record.

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