

Employment Application Collection Notice



**Luther
College**

Luther College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy (Private Sector) Act 1988 and Privacy Amendment (Enhancing Privacy Protection) Act 2012. In relation to health records, the College is also bound by the Health Privacy Principles contained in the Health Records Act 2001 (Vic).

The College is committed to managing personal information in an open and transparent way. This statement specifically itemises the reasons for collecting information about students and their families, and the way in which information will be used by the College. For further information, please refer to the [Luther College Privacy Policy](#).

1. In applying for a vacant position, you will be providing Luther College with personal information. For example, your name and address or information contained on your cover letter and curriculum vitae. The College will collect the information in order to assess your application for employment.
2. The College will keep your cover letter and curriculum vitae on file. If your application is unsuccessful your cover letter and curriculum vitae will be kept for a period of two years, in the event that another position becomes available. All other information will be destroyed. Should you wish for your application to be destroyed earlier, please notify the Human Resources Coordinator or Privacy Officer.
3. In order to satisfy the College's legal obligations (e.g. Workplace Gender Equality Act), the personal information data which is collected for job vacancies will be kept for the purposes of statistical reporting. This information will be de-identified by deleting any reference to names.
4. Unsolicited job applications will receive an acknowledgment email indicating their application will be stored for a period of two years, and then destroyed accordingly.
5. The Luther College Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
6. The College will not disclose this information to a third party without your consent. The College may, from time to time, pass on your job application or contact details to the Good Shepherd Primary School, after receiving your consent to do so. Should you be successful in gaining employment, please be aware that the College discloses personal and sensitive information of employees to Lutheran Education Australia for administrative purposes.
7. The College may from time to time store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. If you provide the College with the personal information of others, such as referees, we encourage you to inform them that such information has been disclosed to the College; why the information has been disclosed; and that they are able to access that information. However, the College does not usually disclose any information to third parties without appropriate consent.