



CREST EDUCATION

JOB APPLICANT PRIVACY COLLECTION NOTICE

- 1) CREST Education collects personal information, including sensitive data, about job applicants. This includes details provided in your application, during conversations, or collected from third parties on your behalf, such as employment referees. The main reason for collecting this information is to assess your suitability for employment at the College.
- 2) Some of the information collected is necessary to meet the College's legal responsibilities, especially in fulfilling its duty of care towards enrolled students.
- 3) Various laws relating to school operations require the collection and disclosure of certain information. These include relevant Education Acts, as well as Public Health and Child Protection legislation.
- 4) To evaluate your job application and manage your employment relationship with the College, you consent to us gathering personal information from recruitment agencies, law enforcement agencies for criminal checks and working with children checks, educational institutions to verify your qualifications, and other individuals or businesses for reference-checking as agreed by you.
- 5) Personal information collected about you will be securely stored in a recruitment record. If your application is successful, an employee record will be created, where your personal information will be stored. Employee records are exempt from the Australian Privacy Principles (APPs) under the Privacy Act 1988.
- 6) If you are not offered a position, or if you decline an offer, your recruitment record will be retained for 24 months unless you request its earlier destruction. The College will then take reasonable steps to destroy or de-identify the information as necessary.
- 7) The College may share personal and sensitive information for administrative, educational, and support purposes (or may allow third parties to collect this information directly). This could include sharing with:
 - a. government departments
 - b. service providers offering administrative and financial services to the College
 - c. anyone you authorize the College to disclose information to, and
 - d. any party the College is required or permitted by law to disclose the information to, including under child protection laws.



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- 8) Failing to provide the necessary information may hinder the College's ability to assess your application and could result in the recruitment process being discontinued.
- 9) The College may use cloud service providers to store personal information, including sensitive information, on their servers in the 'cloud.' These servers may be located either inside or outside Australia, meaning that personal information could be stored or processed internationally.
- 10) CREST Education's Privacy Policy provides more details about the use of cloud services and other third-party providers.
- 11) CREST Education's Privacy Policy is available on the College website or from the College office. It outlines how job applicants and employees can request access to and correction of their personal information held by the College. However, access may be denied in certain cases, such as if it would unreasonably impact the privacy of others or result in a breach of the College's duty of care obligations. Any refusal will be communicated in writing with appropriate reasons.
- 12) The Privacy Policy also details how job applicants and employees can lodge a complaint regarding a breach of the APPs and how such complaints will be handled.
- 13) If you provide the College with the personal information of others (such as employment referees, medical professionals or emergency contacts), we encourage you to inform them of this, explaining the reason for the disclosure so they can request access or correction of their information if necessary. You can also refer them to CREST Education's Privacy Policy for further details on how such requests and complaints are handled.