

## Job Applicant Privacy Collection Notice

The College is conducted by EREA NSW Colleges Ltd (Company). Reference to “the College”, “we”, “our” includes the Company. The College is bound by the Australian Privacy Principles (APPs) contained in the Commonwealth Privacy Act 1988. In relation to health records, the College is bound by the NSW Health Privacy Principles (HPPs) contained in the Health Records and Information Privacy Act 2002.

1. The College collects personal information, including sensitive information about job applicants. This includes information provided in your application, in the course of conversation or as collected from third parties on your behalf, such as employment referees. The primary purpose of collecting this information is to enable the College to consider your application for employment with the College.
2. Some of the information the College collects is to satisfy the College’s legal obligations, particularly to enable the College to discharge its duty of care to students.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, Public Health, and Child Protection laws.
4. In order to consider your application for employment and to facilitate and manage your employment relationship with the College, you consent to our collecting personal information about you from recruitment agencies, law enforcement agencies for criminal checks (including Working with Children Check), educational institutions to verify your qualifications, and other individuals and businesses we contact for the purpose of reference-checking as agreed with you.
5. The personal information that is collected about you will be stored securely in a recruitment record. If you are successful and become an employee, an employee record will be created and the personal information we have collected will be stored in this file. Employee records are exempt from the APPs under the Privacy Act 1988.
6. If you are not offered a position, or if you decline an offer of a position at the College the information stored in your recruitment record will be stored for 24 months, unless you advise us to destroy the records at an earlier time. In that event, the College will take reasonable steps to destroy or de-identify the information as appropriate.
7. The College may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include:
  - government departments
  - people providing administrative and financial services to the College
  - anyone you authorise the College to disclose the information to, and
  - anyone to whom the College is required or authorised to disclose the information to by law, including under Child Protection laws.
8. Failure to provide all relevant information to the College will affect the College’s ability to evaluate your application and may result in the recruitment process not proceeding.
9. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, and that the College does not usually disclose information to third parties.
10. The College may use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the ‘cloud’. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia. The EREA NSW Colleges Ltd Privacy Policy contains the principles followed in relation to the use of cloud and other third-party service providers locally and in overseas locations.

11. The EREA NSW Colleges Ltd Privacy Policy is accessible via the College website. The policy sets out how job applicants and employees may seek access to, and correction of their personal information which the College holds. The policy also sets out how complaints can be made about a breach of the APPs and how the complaint will be handled.
12. If you have any concerns or comments about this notice or the Privacy Policy, you may contact the College directly. Alternatively, you can contact the EREA NSW Privacy Officer by:  
Emailing [EREANSW@erea.edu.au](mailto:EREANSW@erea.edu.au)  
Phoning (02) 8705 8608  
Writing to EREA's Privacy Officer - 13 Frederick Street, East Gosford NSW 2250

**Version Control**

**3 April 2025**