Melbourne Archdiocese Catholic Schools

Privacy Collection Notice – Job Applicants

Purpose

This Collection Notice set out how Melbourne Archdiocese Catholic Schools Ltd (MACS) manages your Personal information when applying for a job at MACS in its schools and offices.

Job Applicants Collection Notice

MACS collects your Personal information to assess your application and suitability for employment. If we cannot collect some of your Personal information, we may be limited in our ability to assess your application. By submitting your Personal information, you consent to the use and disclosure of your Personal information for the purpose of being considered for employment at MACS. Applicants can withdraw their applications at any time during the recruitment process.

The information we collect includes:

- your name, address and contact details such as email address and telephone number
- details of your qualification, employment history, experiences
- your current remuneration expectation including benefit entitlements
- health or medical information, e.g. whether you have a disability for which we need to make any necessary adjustments during the recruitment process and employment
- work entitlement in Australia including any visa you hold
- information on any clearances required, such as, Victorian Institute of Teaching (VIT) registration, a Work with Children Clearance (WWCC) or Police Check

If you provide us with the Personal information of others, e.g. that of referees, we encourage you to inform them that you are disclosing their Personal information to MACS and why.

Information collected about you will be used by or disclosed to those involved in recruitment, hiring and background screening activities including any contracted services providers which MACS engages to facilitate and manage the recruitment process.

Your information will be managed securely, used and disclosed for the purposes described in this statement or otherwise required by law. MACS is required to conduct a criminal record check to collect information regarding whether you are, or have been, the subject of certain criminal offences under child protection laws. MACS staff will have access to this information for screening activities as part of the recruitment process.

If you are successful and secure employment at MACS, your information will be transferred to the MACS office Employee Relations team or human resources team in the school and managed in accordance with MACS policies and procedures.

Retention and disposal of Personal information

Your information will be held by MACS for as long as required to complete the application and recruitment process. If your application is unsuccessful, MACS may keep your information on file for 12 months in case another position becomes available or share your information with another MACS school or MACS office in relation to similar job vacancies. This process will also apply for contractors.

If unsolicited job applications are received and MACS wishes to retain the applicant's information, the 'Job Applicants Collection Notice' will be sent to them.

The Australian Privacy Principles (APP) provide that Personal information should be de-identified or destroyed when it is no longer needed. Information will be disposed of in accordance with MACS policy and procedures for information and records management.

If you do not wish MACS to retain your information to be considered for future positions, you can submit a request to privacy@macs.vic.edu.au or the principal of the school.

More information

This Collection Notice is updated from time to time.

For more information on how MACS manages Personal information, your rights and how to contact us, refer to the Privacy Policy, accessible on the MACS website or the school website.

Policy information table

Responsible director	Director, Governance and Legal
Related policy	Privacy Policy
Procedure owner	General Manager, MACS Legal – Corporate
Approving authority	Director, Governance and Legal
Approval date	30 October 2024
Review by	October 2028
Publication	Gabriel, CEVN
Superseded documents	New