



Your privacy – applications for employment

In applying for employment you will provide Pymble Ladies' College (*Pymble*) with personal information. Any personal information provided to *Pymble* will be treated in accordance with the Commonwealth Privacy Act (1988).

What information does *Pymble* collect and hold?

Your personal information could include: your name, contact details, career history, qualifications and other information contained in your resume, as well as psychometric profiles. We may collect further personal information from third parties including licensing authorities, referees, police and background in relation to your suitability for employment. We are required to collect information from the Office of the Children's Guardian to verify your "Working with Children Check" under Child Protection Laws. We may also collect other personal information about you in accordance with these laws.

We may keep your personal information on file even if your application is not successful in the first instance, in case another similar position becomes available. If *Pymble* has not contacted you regarding employment opportunities within 3 years from the date of your application we will securely remove your personal information from our records.

The above is subject to any legal obligations *Pymble* may have in relation to retaining specific types of information.

How will we use your personal information?

Personal information is collected in order to assess your application for employment. *Pymble* may also use personal information collected for statistical reporting and analysis in relation to our recruitment processes.

Pymble may disclose personal information you provide to: third parties in order to facilitate the recruitment process which may include referees, licensing authorities and educational institutions in order to verify information about you, and reputable third parties we use in the course of the recruitment process including psychological profiling and background screening services. *Pymble* may also use selected third parties to assist in providing recruitment services. *Pymble* requires that these organisations have compliant privacy procedures in place and may only use your personal information to assist us in providing recruitment related services to you. *Pymble* requires that your information remains protected and secure at all times in accordance with agreed privacy procedures.

Outside of these parameters *Pymble* will not disclose personal information about an individual without consent, except where required or authorised by law.

If you are successful in securing a position at *Pymble*, personal information collected during the recruitment process will be placed on your personal file and in our HR Information System. Access to employee information is only provided to authorised personnel.

Ensuring accuracy

Pymble relies on the personal information it collects from you to be complete, up to date, accurate and truthful. If you provide any false or misleading information *Pymble* may disqualify your application and/or, if appointed, terminate your employment without notice. If you wish to access, update or amend any of the information you have provided to *Pymble* please contact the Human Resources Manager at Pymble Ladies' College, Avon Road, Pymble NSW 2073. Please note, if we are unable to collect the personal information we require this may limit our ability to provide you with relevant information, answer your queries or process your employment application.

In relation to the details of your referees, it is your responsibility to ensure these people are aware that you have provided their details to *Pymble* and why, and have consented for you to do so.

Pymble is committed to taking all reasonable steps in order to protect your privacy and personal information from misuse, loss or unauthorised access, modification or disclosure.



Data Security

Your personal information will be held and managed in a secure online environment. *Pymble* may store personal information in the 'cloud', which means that it may be stored on servers which are situated outside Australia. When personal information is collected in hard copy it will be held and managed in a secure recruitment file. Access is restricted to authorised personnel and contracted third parties on a need to know basis.

More information?

Pymble's [Privacy Policy](#) contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to personal information collected about you. However, there may be circumstances when access is denied. Such circumstances would include where access would have unreasonable impact on the privacy of others.