



Employment Applicant Collection Notice

Marist Brothers is committed to upholding the Australian Privacy Principles contained in the Privacy Act 1988 (Cth) (the 'Act'). Our Privacy Policy sets out how we manage personal information held by us.

By dealing with us, you consent to our collection, use, and disclosure of your personal information in the manner described in this Collection Notice and our Privacy Policy. We encourage you to check our website regularly for any updates to our Privacy Policy.

What personal information do we collect?

As part of the recruitment process, the primary purpose we collect personal information from applicants is to assess their suitability for a role with our organisation. If Marist Brothers do not collect this information, an applicant will not be eligible to progress in the recruitment process.

The kind of personal information collected may include, but is not limited to:

- Contact details, including an applicant's name, postal and email addresses.
- Job history, including names of previous employers and positions held.
- References or statements of service.

We will only collect information about an applicant to the extent it is reasonably necessary or directly related to the recruitment process.

How do we collect personal information?

We collect information from applicants by lawful and fair means. Where practicable, we will collect personal information directly from the person to whom the information relates, either in person, by telephone, or online, including through application forms, emails, or social media messages. From time to time, we may collect personal information from a third party such as a prior employer or a publicly accessible website.

How do we hold personal information?

Storage

The personal information we hold may be stored in many forms of media, including the following:

- Written correspondence, reports, documents, and records.
- Audio and/or visual data.

We may keep copies of the above documents (in physical or electronic form, at our election) as is necessary to carry out our functions and activities.

Security

Marist Brothers take the security of personal information seriously. Security measures we take include, but are not limited to, the following:

- Securely storing all personal information on our premises or by an authorised external service provider.
- Using virus scanning tools and firewalls.
- Securing our databases by secure user IDs and passwords to help protect it from misuse, unauthorised access, modification, or disclosure.
- Only authorised people who need to have access to personal information can access it.

As our website is linked to the internet, and the internet is inherently insecure, we cannot provide any guarantee regarding the security of transmission of information communicated to us online, despite our best efforts. We also cannot guarantee that the information supplied to us will not be intercepted while being transmitted over the internet.

How do we use and disclose personal information?

We use personal information for the primary purpose(s) for which it was collected, for any secondary purposes directly related to that primary purpose(s), or to comply with our legal obligations.

Disclosure to third parties

In order to assess an applicant's suitability for a role with our organisation, we may need to provide your personal information to third parties. Generally Marist Brothers do not transfer any personal information outside of Australia.

No overseas disclosure of personal information will occur unless authorised by you.

However as Marist Brothers is part of a global community, where it is necessary or appropriate, or if we are required, to disclose personal information to overseas recipients in countries which are part of the Star of the Sea Province or where any of our related entities are based, after receiving your authorisation, we will take reasonable steps to ensure that overseas recipients of any personal information are aware of and will uphold the privacy standards and principles set out in this Policy before we disclose any information to them.

Legal obligations

We may also disclose personal information when we are legally required or permitted to do so.

Access to personal information

You have a right to access your personal information held by us by contacting the Ministry Leader or Manager responsible for the recruitment of the position for which you may be an applicant. You may be required to confirm your identity before access to the personal information is granted.

There are circumstances under Australian privacy laws where we may not give access to the personal information we hold. For example, we can't give access if it would unreasonably affect someone else's privacy or if giving access poses a serious threat to someone's life, health, or safety. We will provide you with written notice of the reasons for refusal in those circumstances.

Further information and contacts

If you need to contact us for any reason in relation to this Collection Notice or our Privacy Policy or about your personal information (whether it be if you need to update your information, access your information, ask a question about how we handle personal information, make a comment about this Collection Notice or the Privacy Policy or to make a privacy complaint), you can contact us via the methods set out below.

Address: Marist Centre Sydney, Suite 5.01, 247 Coward Street Mascot NSW 2020
PO Box 1247 Mascot 1460

Email: MascotReception@marists.org.au

Phone: (02) 9218 4000

If you make a complaint about privacy, we will acknowledge receipt of your complaint, and try to investigate and respond to you within 30 days. If you are unhappy with the outcome, you can lodge a complaint with the Office of the Australian Information Commissioner.