

PRIVACY LEGISLATION

Under Privacy Laws an employer is required to inform prospective employees of the following:

1. In applying for this position you will be providing the Diocese with personal information. See privacy policy on CSO internet. We can be contacted at the Lismore address.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.
3. You agree that we may store this information for three (3) years.
4. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. We will not disclose this information to a third party without your consent. However we usually disclose this kind of information to those involved in the selection process for the position you are applying for.
6. We are required to ensure that the successful applicant has a current NSW Working With Children Check clearance.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the Diocese and why, that they can access that information if they wish, that the Diocese does not usually disclose the information to third parties and that we may store their information for three years.