

## Privacy Information

### Job Applicant, Employees, Volunteers and Contractors

As an (potential) employee, volunteer or contractor connected with our organisation, NT Christian Schools may want or need to collect and hold personal information, including health and other sensitive information, about you.

This information can be classified into two parts:

**Personal Information** - information about an identifiable individual or an individual who is reasonably identifiable (for example: name, address, email address etc.)

**Sensitive Information** - information relating to a person's racial or ethnic origin, political opinions, religion, trade, philosophical beliefs, or criminal record, health information and biometric information about an individual.

#### How is my personal/sensitive information obtained?

NT Christian Schools will generally collect personal information held about an individual by way of forms filled out by employees, volunteers and contractors, face-to-face meetings and interviews, emails and telephone calls. In some circumstances we may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

#### What happens to my information?

Personal/sensitive information will not be left unattended and will be specially secured. The purposes for which a school uses personal information of employees, volunteers and contractors include:

- In administering an employment contract, other contract for service or agreement, as the case may be;
- For insurance purposes;
- Seeking funds and marketing for the school; and
- To satisfy the systems and the schools' legal obligations, for example, in relation to child protection legislation

#### How can I access this information?

Under the Commonwealth *Privacy Act*, an individual has the right to obtain access to any personal information which NT Christian Schools or a school within NT Christian Schools hold about them to advise the organisation or school of any perceived inaccuracy.

To make a request to access or update any personal information the organisation holds about you contact your Principal/Line Manager or the NT Christian Schools System Office in writing. You are welcome to ask to view the NT Christian Schools Privacy Policy, which can be made available by contacting your school or the NT Christian Schools office directly. The contact details for NT Christian Schools are at the bottom of this page.

## How can I complain about a breach of privacy?

If you are concerned about how NT Christian Schools is managing the personal or sensitive information you may contact your relevant School Principal. If it continues to be unresolved at this local level you may contact the CEO of NT Christian Schools to seek resolution.

If the issue is unable to be resolved at the school level, the privacy commissioner may investigate the complaint.

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## NT Christian Schools Employee and Volunteer Information Collection Notice

1. You have provided NT Christian Schools with personal information. You may request to access the personal or sensitive information NT Christian Schools holds about you. We can be contacted through the school/entity you are directly associated with or by the address details listed at the bottom of this sheet.
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, employment situation or other agreement for service. We may also make notes and prepare a confidential report in respect of this.
3. You agree that we may store this information.
4. NT Christian Schools' Privacy Policy sets out how you may seek access to your personal information and how you may complain about a breach of the Australian Privacy Principles (APPs).
5. We will not disclose this information to a third party without your consent unless required to do so by law.
6. We are required to conduct a criminal record check/Working with Children Clearance. We must collect this information and place it on our records as a requirement under the Child Protection law. We may also collect personal information about you in accordance with these laws.
7. NT Christian Schools may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.