



Collection statement - HR

Collection of your personal information

The school collects your personal information directly from you during the recruitment process, and upon commencement and throughout your employment at the school. It may also collect your personal information from other sources, but only with your consent or where required or authorised by law. For example, the school may collect personal information from professional associations, training providers, medical practitioners, or government agencies to verify that you meet the requirements of your employment.

Personal information collected by the school includes your tax file number, bank account details, health information, name, contact details, gender, ethnicity and health and disability information. It includes all personal information collected during recruitment.

Personal information is only collected for purposes that are directly related to and reasonably necessary for the legitimate functions and activities of the school. You will be advised of any consequences of not providing personal information requested by the school or where collection is required by law.

Security and retention of your personal information

The school stores your personal information in systems owned and/or managed by the school, and in other systems under licence or by agreement. Service providers of the systems are contractually bound by the privacy and security requirements of the school. Access to your personal information is limited to school employees and contractors who have a legitimate reason to access the information.

The school is required by law to retain records that may contain your personal information for certain periods of time depending on the type of record.

Use of your personal information

Your personal information will be used to establish and manage your employment, provide you with services relevant to you as a school employee and to support the school in its planning for your professional development improvement activities. This includes:

- corresponding with you
- verifying details for your employment including work rights and relevant training, working with children clearances, health and background checks, licences and permits
- establishing and maintaining your employee file required to administer pay, superannuation and other provisions to you as a school employee
- ensuring your safety in the workplace and managing your health, safety and wellbeing in accordance with the school's obligations as an employer
- conducting procedures connected to your employment including in relation to probation, performance, conduct matters, claims, complaints, investigations, disciplinary action, fitness to perform work duties, reasonable adjustment requirements, workplace accommodations, training programs, and licence/permit or other such requirements
- for risk and compliance management, workers compensation and insurance purposes
- providing benefits and opportunities that may be of interest to you or informing you about school activities:
 - recruitment and learning and development opportunities
 - general activities, events, news, fundraising appeals or school giving opportunities
 - benefits from third parties for superannuation and school travel
- obtaining professional services as required including legal, financial, insurance and work health safety services.

The school will seek your consent prior to the use of your personal information for any other purpose, except where that other use is authorised or required by law. If you give your consent, you may subsequently withdraw your consent in writing at any time.



St Catherine's School Sydney

Disclosure of your personal information

Your personal information will be disclosed by the school only where necessary to support the uses outlined above. Where personal information is disclosed, it will be done only to the extent necessary to fulfil the purpose of such disclosure. Such disclosures include to:

- government departments to satisfy the school's statutory reporting obligations
- contracted service providers which the school uses to perform services on its behalf and whom are bound by the privacy and security requirements of the school - some school providers may be located outside of New South Wales and personal information collected by the school may be transferred interstate within Australia or internationally
- external consultants or professional service providers that the school has engaged to provide specialised advice for example legal, financial, insurance and work health and safety services.

The school may disclose your personal information where authorised or required to do so by law, including:

- where disclosure is authorised or required by subpoena, search warrant, or other statutory instrument including court orders, NSW Workers Compensation Commission orders
- to a law enforcement agency where such disclosure is necessary to investigate an offence where there are reasonable grounds to believe that an offence may have been committed
- to an independent medical examiner to conduct appraisals, tests or assessments connected to your employment where such disclosure is reasonable and necessary for the school to meet its statutory and legal obligations
- where the school believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of you or another person.

In all other circumstances, the school will obtain your consent prior to the disclosure of your personal information. If you give your consent, you may subsequently withdraw your consent in writing at any time.

Your rights in relation to your personal information

You have a right to view your employee file and may request a copy to be made available to you.

You may request access to and amendment of your personal information that is held by the school, including for corrections, amendment, deletions or data portability. Any such request will be subject to any legal rights and obligations imposed upon the school to retain such information falling under its retention obligations.

To access, amend or delete your personal information, or withdraw consent for a specific use or disclosure of your personal information, you should contact the human resources manager:

Human Resources Manager - St Catherine's School Sydney

email: HR@stcaths.nsw.edu.au

phone: 02 8305 6200 (International +61 2 8305 6200)

For more information on how the school manages personal information, all other privacy enquiries, and how to make a privacy complaint, contact the:

Privacy Officer - St Catherine's School Sydney

email: privacyofficer@stcatherines.nsw.edu.au

phone: 02 8305 6200 (International +61 2 8305 6200)

11 March 2022