

## **Employment Collection Notice**

### **BRISBANE CATHOLIC EDUCATION (BCE)**

This notice explains to employees of the School, and persons applying for employment with the School, how their personal information will be handled. References to the School (and **we, us, our**) include Brisbane Catholic Education (**BCE**) and the BCE Office (**BCEO**).

#### **1. Application of this notice**

This notice (along with our Privacy Statement, accessible via our website) sets out how we collect, use and disclose personal information of job applicants, current employees and former employees.

##### *Current and former employees*

Employee records contain personal information of employees relating to their employment with the School which we hold. The School's handling of employee records which directly relate to a current or former employment relationship with employees is exempt from the operation of the *Privacy Act 1988* (Cth) (**the Act**). Notwithstanding that such information is exempt from the Act, the School respects its employees' privacy and will be open and transparent about how it otherwise collects, uses and discloses employee personal information, and will take reasonable steps to keep that information secure.

Some personal information relating to current and former employees is regulated by the Act, where it is not part of an 'employee record' and not covered by any other exemptions to the Act. This is detailed in section 6 below.

##### *Job applicants*

Personal information of prospective employees (i.e., job applicants) is regulated by the Act, unless or until it later becomes part of an employee record (i.e., if your application is successful and you are offered employment with us).

##### *Contractors*

If you are engaged by or provide services to BCE as an independent contractor, or you are seeking to do so, please refer to our Contractor Collection Notice available on our website.

#### **2. What kinds of personal information do we collect and hold?**

In this notice, 'personal information' has the meaning given by the Act. Personal information includes any information or opinion about an identified individual or an individual who can be reasonably identified from their information. The information or opinion will still be personal information whether it is true or not and regardless of whether we have kept a record of it.

In creating a profile or applying for employment, you will be providing BCE with personal information, for example, your name, address and information contained in your resume. We may also collect personal information from other sources such as your referees and the results of criminal background and working with children checks. We will collect and record this information in order to assess your application. We may keep this information on file if your application is unsuccessful in case another position becomes available.

When you commence employment with us, we will also collect personal information including, but not limited to:

- your tax file number (TFN);
- passport or other evidence of identity;
- bank and superannuation details;
- photographs;

- commencement date; and
- blue cards.

We may be required to conduct a criminal record check, and collect information regarding whether you are or have been the subject of an Apprehended Violence Order or certain criminal offences under Child Protection law. We will not disclose this information to a third party without your consent unless otherwise permitted or required by law.

Generally, we only collect sensitive information (that is, information about your religion, racial or ethnic origin, political opinions, criminal record, sexual orientation, health information and biometric information) if it is related to your employment and with your consent, or if it is otherwise required by law. For example, we will collect information about your criminal record if you have one, or we may collect health information about you to process a claim under an insurance policy, or ask for your vaccination status for the purposes of assessing and managing risks or legal requirements.

### **3. How the School Collects and uses employee information**

During the process of your recruitment, the School may collect personal information directly from you (including from your resume), as well as from other sources (such as your referees, documentation supporting your application, volunteers and others). Where you have provided us with the name and contact details of a person in connection with your application, such as a referee, you should inform that person that you have done so and the reason for providing their details.

Throughout your engagement with the School, we may collect additional personal information including from:

- you directly when you provide your information to us;
- indirectly through the conduct of our business and your employment;
- data or information generated or accessed through your use of our technology for any reason including CCTV footage, mobile phone records, data, emails, files and cache files;
- feedback from students, parents or BCE personnel when we receive their feedback on your performance; and
- from others, including a safety regulator (if we receive information about a workplace incident or accident in which you are involved) or if we receive information about any insurance investigation, litigation, registration or a professional disciplinary or criminal matter, inquiry in which you are involved or that we collect when in the course of any work related inquiries or investigations including performance management and in response to complaints.

We may verify claims made in your application or seek further information by reference to information in the public domain, including information published on social media.

### **4. To Whom the School Discloses Information**

We may disclose your personal and sensitive information for administrative purposes, or internally between departments such as Finance, Human Resources and Legal, or others if required. We may also share your personal information with:

- personnel within the BCEO;
- other BCE schools;
- government departments (including for policy and funding purposes);
- medical practitioners;
- the third party providers of our information management and storage systems (for the purpose of the providers providing services to the School in connection with the systems);

- other third parties and service providers such as those providing information technology, administrative, financial and other services to the School for example recruitment, reference checking, or psychometric testing platforms;
- anyone to whom BCE is required or authorised to disclose the information to by law, including child protection laws, or to exercise a duty of care; and

for other purposes as set out in BCE's Privacy Statement or that you authorise.

We may use online or 'cloud' service providers to store personal information and to provide services to us that involve the use of personal information, such as services relating to email and instant messaging. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on the service provider's servers which may be situated outside Australia. Further information about BCE's use of online or 'cloud' service providers is contained in BCE's Privacy Statement, accessible on our website. Information about how BCE manages its information technology environment is contained in BCE's [Acceptable Use Policy](#).

## **5. Employee information outside the employee records exemption**

It may be necessary for us to collect and handle information about employees that is not part of an employee record or directly related to our employment relationship with the employee. This may include sensitive information such as health information or details about an employee's nationality.

Circumstances in which this may happen include:

- collecting information or monitoring behaviour, in the course of an investigation or other managerial or administrative process from computers or smart devices; and
- sharing information with related entities to enable them to conduct business and operational analysis of the workforce.

We may also need to collect personal information about your immediate family or emergency contacts in the above circumstances or for operational purposes. We will handle these individuals' information in accordance with the Act and BCE's Privacy Statement.

If you provide us with the personal information of others or include their personal information in any computer, device, file, record or system of ours, you confirm that you have made those individuals aware of the fact that we are collecting and holding their information.

## **6. Your Rights and How to Make a Complaint**

[BCE's Privacy Statement](#) contains details of how you may seek access to personal information collected about you or correct personal information which we have collected and hold, as well as our complaints process if you believe there has been a breach of the Act or Australian Privacy Principles (APPs). However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others or where we are otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with the reasons (unless, having regards to the grounds for refusal, it would be unreasonable to provide reasons).

## **7. Update**

This notice was last updated in October 2023. This notice does not form part of your contract of employment and does not impose any binding obligations on us. We may vary this notice from time to time.