



# Central Queensland Christian College

*For Christ Alone*

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## EMPLOYMENT COLLECTION NOTICE

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1. In applying for this position you will be providing Central Queensland Christian College with personal information. We can be contacted at:
  - Schoolhouse Street, NORTH ROCKHAMPTON QLD 4701
  - PO Box 5313, C.Q. Mail Centre QLD 4702
  - Email: [mappleton@cqcc.org](mailto:mappleton@cqcc.org)
  - Ph: (07) 4921 0580
  - Fax: (07) 4921 2088
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 up to twelve weeks.
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.
6. For non-teaching staff, we are required to ensure that an employee is cleared by a criminal history check under Child Protection law. It will be your obligation to provide the College with evidence that this check has been completed and to provide a Suitability Card.
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 College and why, that they can access that information if they wish, that the College does not usually disclose the information to third parties and that we may store their information for up to twelve weeks.