

Employment Collection Notice



This notice sets out how Trustees of Kildare Ministries (ABN 80 991 443 722) (**Kildare Ministries, we, us, our**) handle personal information received in relation to our employees and people who apply to work with us. Although employment records are generally exempt from the Commonwealth *Privacy Act* 1988, wherever possible we aim to manage your information consistently with that Act. For general details about how we manage personal information, where we keep it and how we manage security, please see our Privacy Policy.

Policy	Employment Collection Notice
Version	Version 3
Date of Approval	February 2026
Effective date	February 2026
Date for Review	February 2028

What information do we collect? How do we collect it?

1. We collect personal information about job applicants, employees and contractors for recruitment and managing human resources. This is to enable us to assess your application for employment and properly manage staff employment. The types of personal information we collect include:
 - contact information (including name, phone number, postal address, and email address);
 - basic demographic details (age, sex, marital status and emergency contact details);
 - information concerning qualifications, skills, experience, character, screening checks (including reference, background, identity, eligibility to work, and vocational suitability), employment history and training;
 - health information;
 - salary, employment benefits and other contract terms and conditions;
 - conduct including use of our IT systems and performance indicators; and
 - payroll matters, leave and taxation, banking or superannuation affairs.
2. We are required to conduct a criminal record check and collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Australian child protection laws. We may also collect personal information about you in accordance with these laws.
3. We may keep this information on file if your application is unsuccessful in case another suitable position becomes available. If you do not want Kildare Ministries to retain this information, you may request its specific removal.

Who do we disclose it to?

4. Kildare Ministries will disclose your personal information as a matter of routine to:
 - the Victorian Catholic Education Authority for good character screening purposes and for membership to the Long Service Leave Scheme;
 - interview panel members for the purpose of conducting an interview;
 - (where relevant) the Victorian Institute of Teaching or other registration body for the purpose of ascertaining that you are suitably registered; and
 - (when we engage employees) to our human resources staff.



5. It is our policy to collect information from any previous employers . If we wish to contact previous employers not named by you as a referee, we will contact you to obtain your consent. If you decline consent, we may not be able to progress your application for employment.
6. If personal information of others is provided, we encourage you to seek their permission to disclose this information with the assurance that Kildare Ministries will not disclose the information to third parties unless specifically required or authorised to do so.

Questions or complaints?

7. Our Privacy Policy contains details of how you can ask us questions or complain about how we have handled your information, as well as how you may seek access to personal information collect about you. However, there may be occasions when access is not available. Such occasions would include where access would have an unreasonable impact on the privacy of others.
8. If you have any questions or comments about this Privacy Policy or our privacy related practices, or if you would like to request access to or correction of any information we hold about you, please contact our Privacy Officer:

Email: admin@kildareministries.org.au

Phone: (03) 9682 2973

Postal address: 54 Beaconsfield Parade, Albert Park VIC 3206

