



Newcastle  
Grammar  
— SCHOOL —

### Park Campus

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### Hill Campus

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## Employment Collection Notice

1. In applying for this position you will be providing Newcastle Grammar School with personal information. The School can be contacted at:  
60 Newcomen Street, Newcastle, NSW, 2300; PO Box 680 Newcastle, NSW, 2300;  
email [office@ngs.nsw.edu.au](mailto:office@ngs.nsw.edu.au); phone (02) 4929 5811
2. If you provide the School 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 for employment. If you are unsuccessful all copies of your resume will be destroyed. However, if advised, we may keep the information on file if your application is unsuccessful in case another position becomes available.
3. Newcastle Grammar School's Privacy Policy and the Mandatory Notification of Data Breaches Policy and Procedures, accessible on the School's website, contain details of how you may seek access to and correction of your personal information which the School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
4. We will not disclose this information to a third party without your consent unless otherwise permitted. We usually disclose this kind of information to the following type of organisations: Referees and previous employers.
5. We are required to conduct a criminal record check, collect information regarding whether you are or have been the subject of an Apprehended Violence Order (AVO) and certain criminal offences under Child Protection laws.
6. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as email services. 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 a cloud service provider's servers which may be situated outside Australia. Further information about the School's use of an online or 'cloud' service providers is contained in the School's Privacy Policy.
7. If you provide the School with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why.