## **Employment Collection Notice**

- In applying for a position, you will be providing Peninsula Palms with personal information. We can be contacted at Peninsula Palms, 77 Morris Road, Rothwell Email: <u>admin@peninsulapalms.com</u>; Ph: 3897 2800
- 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 for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
- The Facility's Privacy Policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. However, there may be occasions where access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
- 4. We will not disclose this information to a third party without your consent.
- 5. We are required to conduct a Federal Police Check.
- 6. At this stage Peninsula Palms does not store personal information in the 'cloud' which would mean that it resides on off-site servers. There are limited occasions when cloud storage may involve servers situated outside Australia, in which case appropriate data handling and security arrangements are in place as required in Australia.
- 7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to Peninsula Palms and why, that they can access that information if they wish and that Peninsula Palms does not usually disclose the information to third parties.