



Privacy collection notice for applicants

During the employment recruitment process Abbotsleigh collects personal information (the Information) concerning applicants including details of an applicant's identity, address, contact details, qualifications, skills, professional experience, employment situation and eligibility to work as a teacher in New South Wales.

Abbotsleigh uses the Information for the primary purposes of assessing an applicant's suitability for employment with the School and communicating with the applicant during the recruitment process. In the event that an applicant accepts employment at Abbotsleigh the Information will form part of that employee's employment records.

Abbotsleigh may also use the Information for related secondary purposes:

1. Complying with statutory, legal or regulatory obligations
2. In the event an applicant is unsuccessful – unless the applicant asks us not to retain their information, considering the applicant's suitability for alternative employment opportunities at the School which may arise in the future.

The Information is collected:

1. Via Abbotsleigh's website or proforma documents issued by the School
2. Directly from an applicant during any communications during recruitment
3. Via an applicant's referees nominated for this purpose

If the School is unable to collect the Information it will not be possible to assess an applicant's suitability for employment.

Some of the Information, including that relating to an applicant's skills and professional experience will usually be disclosed to the applicant's referees in order to verify the information.

Individuals are entitled under Australian privacy law in certain circumstances to access and seek correction of personal information the School holds about them. If you wish to update the personal information Abbotsleigh holds about you or you have an enquiry or complaint about how the School handles personal information you may contact the Headmistress at

headmistress@abbotsleigh.nsw.edu.au