



Catholic Education Services - Diocese of Cairns

Learning with Faith and Vision

PRIVACY POLICY

This privacy policy applies to schools administered by the Diocese of Cairns and Catholic Services.

In accordance with the *Privacy Amendment (Private Sector) Act 2000*, the Diocese of Cairns, Catholic Education Services and the Catholic schools have adopted and are bound by the ten (10) National Privacy Principles established by the Federal Privacy Commission and set out in the *Act* – see www.privacy.gov.au

Catholic Education in the Diocese of Cairns considers all personal, sensitive and health information of parents/guardians, students and prospective employees (considered “consumers” with respect to Catholic Education in the Diocese of Cairns under the *Act*) to be private and only uses information collected and recorded to fulfil the educational mission of the Diocese of Cairns.

In abiding by the National Privacy Principles Catholic Education in the Diocese of Cairns will:

- collect personal, sensitive and health information by fair, lawful and non-intrusive means.
- only use information collected for the provision of quality Catholic schooling. In addition, information may be collected and recorded to satisfy the Diocese’s legal obligations.
- distribute aggregated statistical information for reporting purposes, when required, but information that is personally identifying will not be disclosed to third parties.
- disclose, with consent, from time to time, personal, sensitive and health information to others for administrative and educational purposes. This includes to individuals within Catholic Education Services, Catholic schools within the Diocese of Cairns, parish authorities, medical practitioners, government departments and people providing services to schools, including specialist visiting teachers and consultants, sports coaches and volunteers.
- take reasonable steps to ensure information collected is accurate, complete and up-to-date.
- take reasonable steps to protect personal, sensitive and health information held from misuse, loss and unauthorised access, modification or disclosure.

If a consumer believes that any of the personal, sensitive or health information held by Catholic Education in the Diocese of Cairns regarding them is inaccurate, incomplete or out of date, they have the right, in accordance with the provisions of the *Act*, to make any updates or corrections.

Privacy issues arising within schools can be discussed on a confidential basis in the first instance with individual School Principals. Similarly, privacy issues arising within the Catholic Education Services are to be discussed on a confidential basis with the Administration Services Manager. Alternatively, if an individual believes that their privacy has been breached and this matter is unable to be resolved at school or local level, a complaint may be made in writing to the Director, Catholic Education Services, Diocese of Cairns.

If you would like further information about the way Catholic Education in the Diocese of Cairns or a particular school manages the personal information it holds, please contact Catholic Education Services via e-mail at hr@ceo.cairns.catholic.edu.au, telephone the Human Resources Manager directly at the Catholic Education Services, on 4050 9711, or write to Catholic Education Services, Attention: Human Resources Manager at PO Box 5296, Cairns Qld 4878 (marked Confidential).