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# Privacy Policy

## PURPOSE

The Diocese serves the people of God “through her witness and through such activities as dialogue, human promotion, commitment to justice and peace, education and the care of the sick, and aid to the poor and children” (*Redemptoris Missio*, 1990, n.20).

This Privacy Policy sets out direction by which Diocese of Lismore Catholic Schools (DLCS) and schools in the Diocese of Lismore manage personal information provided to or collected by them.

## APPLICATION

This Privacy Policy explains how DLCS manages the following personal information:

- Personal information of individuals other than employees;
- Personal information of prospective employees; and
- Personal information of current and past employees, to the extent the personal information has not yet been collected or DLCS is proposing to use the record in connection with an act or practice that is not directly related to the employment relationship.

The persons to whom this policy applies shall read and understand the policy and comply with it at all times.

This policy does not form part of any employment contract or contractor agreement and does not impose contractual obligations on DLCS.

## POLICY

DLCS is committed to adhering to the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth) (Privacy Act). In relation to health records, DLCS will also adhere to the New South Wales Health Privacy Principles contained in the *Health Records and Information Privacy Act 2002* (NSW) (Health Records Act).

DLCS collects sensitive information about an individual only if it is reasonably necessary to do so in order to perform its functions and if the individual has consented to DLCS doing so, or if the law allows this without that consent.

DLCS will adhere to the Privacy Act allowance for the sharing of personal (but not sensitive) information with other schools in the Diocese to be used for the purpose for which it was originally collected by DLCS or school.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless agreed to otherwise, or the use or disclosure of the sensitive information is allowed by law.

DLCS collects information in relation to employees as part of their application and during the course of their employment, either from them or in some cases from third parties such as recruitment agencies. Under the Privacy Act, personal information about a current or former employee may be held, used or disclosed in any way that is directly connected to the employment relationship. DLCS handles employee information in accordance with legal requirements and applicable policies in force from time to time.

## **RATIONALE**

DLCS is bound by the Australian Privacy Principles contained in the Privacy Act. In relation to health records, DLCS is also bound by the New South Wales Health Privacy Principles contained in the Health Records Act.

## **OUTCOMES**

DLCS will ensure compliance with relevant legislation. Accordingly, DLCS will review and update related procedures to take account of new laws and technology, changes to individual schools' operations and practices, and to make sure it remains appropriate to the changing school environment.

DLCS may from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the schools' operations and practices and to make sure it remains appropriate to the changing school environment.

This DLCS policy further allows for individual schools in the Diocese of Lismore to adapt this policy and the related procedures to reflect each school's particular acts and practices provided they do not contravene the underlying principles of this policy.

This policy is a direction to all DLCS employees and other persons engaged by DLCS to whom this policy applies. This policy must be complied with, and a breach of this policy may result in disciplinary action, up to and including termination of employment or cessation of any other engagement with DLCS.

## **RELATED DOCUMENTATION**

The Mission of Jesus Christ Foundational Values: Catholic Education in the Diocese of Lismore

Privacy Procedures

Student Records Procedures

*Health Records and Information Privacy Act 2002 (NSW)*

*Privacy Act 1988 (Cth)*

*Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth): Australian Privacy Principles*