

# Privacy Policy



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## 1 Purpose

The South Australian Commission for Catholic SACCSs Inc. (SACCS) is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. This policy sets out SACCS' expectations with regard to compliance with this Act.

## 2 Scope of Policy

This policy applies across Catholic Education South Australia (CESA).

## 3 Policy

It is the policy of SACCS that:

1. all Catholic schools and Catholic Education Offices in South Australia, comply with the provisions of the Commonwealth Privacy Act (as amended);
2. all Catholic schools and Catholic Education Offices in South Australia have a publicly available Privacy Statement which provides information and details to students, parents, employees, contractors and volunteers regarding:
  - the personal information they collect and how it is collected;
  - how they use the personal information provided by others;
  - to whom and in what circumstances they disclose personal information;
  - how they store personal information;
  - how they manage and treat sensitive information;
  - how students, parents, employees, contractors and volunteers may correct the personal information held about them;
  - how they manage consent and access to personal information of students;
  - how enquiries and complaints are managed; and
  - what exemptions apply with regard to any of the above.

## 4 Definitions

**Staff** means staff employed by any Catholic school or Catholic Education Office in South Australia.

**Parents** means parents and/or guardians.

**Personal information** means information or an opinion about an identified individual or an individual who is reasonably identifiable whether the information is true or not, and whether the information is recorded in a material form or not. It includes all personal information regardless of its source.

**Sensitive information** is a type of personal information that is given extra protection and must be treated with additional care. It includes any information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices, or criminal record. It also includes health information.

## 5 Responsibility for implementation, monitoring, and continual improvement

Responsibility for implementation, monitoring and review of the policy is vested at the level appropriate to the following roles:

Catholic Education Offices	Catholic Schools
Assistant Director, People & Culture	Principal
Privacy Officer	School Board (or Equivalent)

## 6 Supporting procedures or policy support documents

This Policy is to be read in conjunction with, and is additional to, any other relevant South Australian Commission for Catholic Schools (SACCS), school or CEO policy, procedure or support document. All Staff are required to comply with the provisions of any such documents, including the following:

- Catholic Schools and Catholic Education Office (Archdiocese of Adelaide) Privacy Statement
- Catholic Schools and Catholic Education Office (Diocese of Port Pirie) Privacy Statement

## 7 Resources

### Privacy Amendment (Enhancing Privacy Protection) Bill 2012

[www.comlaw.gov.au/privacy\\_amendments](http://www.comlaw.gov.au/privacy_amendments)

National Catholic Education Commission and National Council of Independent Schools' Association Privacy Compliance Manual May 2018

Office of the Federal Privacy Commissioner

[www.privacy.gov.au](http://www.privacy.gov.au)

Privacy Collection – privacy policy, statements and collection notice templates for schools, privacy information for enrolments, employees, volunteers, contractors, etc.

[CESA privacy collection](#)

## 8 Revision Record

<b>Document Title</b>	Privacy Policy
<b>Document Type</b>	Policy
<b>Document Date</b>	October 2018
<b>Policy Owner</b>	People & Culture Standing Committee
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<b>Approval Authority</b>	South Australia Commission for Catholic Schools
<b>Review Date</b>	October 2023 (or earlier if necessary)
<b>Revision History</b>	2009, 2014