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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). To ensure this, an understanding of Catholic Mission through co-responsibility exists.

At the heart of leading Mission is looking to the future, especially in visioning, for without a vision ‘the people perish’ (Proverbs 29:18).

In co-responsibility, vision is shaped by the word and work, with clear civil, canonical and organisational responsibilities and boundaries, articulated for common understanding and clarity. This is readily assured if each partner recognises the importance of bringing different gifts to bear and having a clear sense of the distinctiveness of their vocation, role and particularly their service. Jesus shows us the way in this, leading ‘among you as one who serves’ (Luke 22:27).

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

The Privacy Policy and its implementation applies to all individuals who are engaged within Catholic schools in the Diocese of Lismore.

## POLICY

DLCSL is committed to adhering to the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth) (Privacy Act). In relation to health records, DLCSL 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).

DLCSL will use personal information it collects from an individual for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection, and reasonably expected of the individual, or to which consent has been provided.

DLCSL 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 DLCSL 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.

## **RATIONALE**

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

## **OUTCOMES**

DLCSL will ensure compliance with relevant legislation. Accordingly, DLCSL will review and update related procedure 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.

DLCSL 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 DLCSL 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.

## **RELATED DOCUMENTS**

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

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*