



# PRIVACY POLICY

## (Interim)

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

The CSO and diocesan schools are committed to upholding the doctrines of the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth) (Privacy Act). In relation to health records, the CSO/school will also uphold the New South Wales Health Privacy Principles contained in the *Health Records and Information Privacy Act 2002* (NSW).

It is policy of the CSO and diocesan schools to ensure compliance with relevant legislation. Accordingly, the CSO will review and update this Privacy Policy and related Standard Operating Procedure to take account of new laws and technology, changes to individual diocesan schools' operations and practices, and to make sure it remains appropriate to the changing school environment.

CSO Policy further allows for individual schools in the Diocese of Lismore to adapt this Policy and the related Standard Operating Procedures to reflect each school's particular acts and practices provided they do not contravene the underlying principles of this Policy.

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

The CSO and diocesan schools 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 the individual, or to which consented has been provided.

The CSO and diocesan schools will adhere to the Privacy Act allowance for the sharing personal (but not sensitive) information with other schools in the diocese to be used for the purpose for which it was originally collected by the CSO or diocesan 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.