



Privacy Policy

Introduction

This Privacy Policy applies to Catholic Network Australia Ltd (CNA) and sets out how CNA manages personal and sensitive information it collects and holds.

In dealing with personal and sensitive information about individuals, CNA is bound by the Australian Privacy Principles contained in the *Privacy Act 1988*(Cth).

CNA may, from time to time, review and update this Privacy Policy to take account of new laws and technology and changes to CNA operations and practices and to ensure the policy remains current in a changing environment.

Exception in relation to employee records

Under the Privacy Act the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to CNA's treatment of an employee record, unless required by law or organisational policy, where the treatment is directly related to a current or former employment relationship between CNA and an employee. CNA handles staff health records in accordance with the *Health Privacy Principles* in the *Health Records Act 2001* (Vic.).

Collection of personal information

What kinds of personal information does CNA collect and how does CNA collect it?

CNA collects information about individuals to assist it to perform one or more of its functions or activities related to its work of advising and supporting Australian Catholic schools.

CNA collects and holds personal information, about:

- *Catholic school and Catholic system contacts*
- *Volunteers and contractors*
- *Other people who come into contact with CNA.*

Personal information you provide

CNA will generally collect personal information held about an individual from forms filled out by the individual, from face-to-face meetings and interviews, in emails and from telephone calls. On occasions, people other than the individual provide CNA with personal information.

Personal information provided by other people

In some circumstances CNA may be provided with personal information about an individual from a third party, for example a report provided by a school. CNA does not collect personal information about students.

Information collected by CNA's website

When you look at the CNA website, CNA's Internet Service Provider makes a record of your visit and logs the following information for statistical purposes:

- *your server address*
- *your top-level domain name (for example .com, .gov, .au, .uk, etc.)*
- *the date and time of your visit to the site*
- *the pages you accessed and documents downloaded*
- *the previous site you have visited*
- *the type of browser you are using.*

Access to information collected by CNA's website

CNA will not attempt to identify its website users by their browsing activities. However, in the unlikely event of an investigation, a law enforcement agency or other government agency may exercise its legal authority to inspect CNA's Internet Service Provider's logs.

Use of information collected by CNA's website

CNA will only record your email address if you send CNA a message via its website. Your email address will only be used for the purpose for which you have provided it and it will not be added to a mailing list or used for any other purpose without your consent.

CNA's website does not provide facilities for the secure transmission of information across the Internet. Users should be aware that there are inherent risks transmitting information across the Internet.

Cookies

CNA's website only uses session cookies and only during a search query of the website.

On closing your browser the session cookie set by CNA's website is destroyed and no personal information is retained which might identify you should you visit CNA's website at a later date.

How will CNA use and disclose the personal information it collects?

CNA will use personal information it collects about you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

Job applicants and contractors

In relation to personal information of job applicants and contractors, CNA's primary purpose of collection is to assess and engage a suitable applicant or contractor.

In addition, CNA uses personal information of job applicants and contractors for the purpose of:

- *administering the individual's employment or contract*
- *insurance purposes*
- *satisfying CNA's legal obligations, for example, in relation to child protection legislation.*

Volunteers

CNA may use the personal information it collects about volunteers who assist CNA in its functions or to conduct associated activities to enable CNA to conduct its functions and to confirm their suitability.

Marketing

CNA undertakes marketing activities to promote the future growth and development of Catholic schools. CNA may receive personal information held by schools for CNA's marketing purposes.

Who might CNA disclose personal information to and store your information with?

CNA may disclose personal information held about an individual to:

- *Catholic schools*
- *Catholic Education Offices*
- *Catholic Schools Offices*
- *Catholic Education Commissions*
- *recipients of CNA publications, such as newsletters and magazines*
- *anyone who we are required or authorised to disclose the information to by law.*

CNA may from time to time use the services of third party online service providers (including for the delivery of services and third party online applications, or Apps and, where necessary, any associated training in the use of these services or Apps. These online service providers may be located in or outside Australia.

CNA makes reasonable efforts to be satisfied about the protection and security of any personal information processed and stored in the cloud. CNA will endeavour to ensure they will be located in countries which have substantially similar protections as the APPs.

How does CNA treat sensitive information?

Sensitive information relating to a person's racial or ethnic origin, political opinion, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or criminal record will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

CNA respects the confidentiality of personal information and the privacy of individuals.

CNA has various methods in place to protect the personal information it holds from misuse, interference, loss, unauthorised access, modification or disclosure. These include, but are not limited to, locked storage of paper records, access protocol, password protected computerised records, high level security measures and encryption.

CNA will also respond to any incidents which may affect the security of the personal information it holds. If CNA assesses that anyone whose information is affected by such a breach is likely to suffer serious harm as a result, we will notify them and the Office of the Australian Information Commissioner of the breach. Do not share your personal information with anyone without first verifying their identity and organisation. If you believe any of your personal information has been compromised, please let CNA know immediately.

Access and correction of personal information

Under the Commonwealth Privacy Act an individual has the right to obtain access to any personal information which CNA holds about them and may request correction of the information. There are some exceptions to the access right set out in the applicable legislation.

To make a request to access, correct or update any personal information CNA holds about you, please refer to the contact details below.

CNA may require you to verify your identity and specify what information you are seeking. CNA may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, CNA will advise the likely cost in advance. If CNA cannot provide you with access to that information, we will provide you with a written notice explaining the reasons for refusal.

Enquiries and complaints

If you would like further information about the way CNA manages the personal information it holds, or wish to complain that you believe that CNA has breached the Australian Privacy Principles, please contact CNA using the details below.

CNA Company Secretary
Catholic Network Australia Limited
PO Box 3 East Melbourne 8002
Phone 9267 0370
Email info@cna.catholic.org.au

CNA will investigate any complaint and will notify you of a decision in relation to your complaint as soon as practicable after the decision has been made.

If you are not satisfied with CNA's decision you may make a complaint to the Office of the Australian Information Commissioner (OAIC) whose contact details are:

GPO Box 5218, Sydney, NSW 2001

Telephone: 1300 363 992

www.oaic.gov.au

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