



Kildare Ministries

Privacy Policy

July 2014

Context:

To comply with legislative requirements, this policy will be implemented across the Ministries.

Values:

The Brigidine Core Values and the values of respect for the individual and for confidentiality underpin our approaches to a privacy policy and its consequential information management practices.

Policy statement:

This Privacy Policy sets out how Kildare Ministries manages personal information provided to or collected by the school and its officers.

Policy objectives:

Kildare Ministries is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act (2014). In relation to health records, Kildare Ministries is also bound by the relevant Victorian state Government legislation. Kildare Ministries may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to operations and practices and to make sure it remains appropriate to the changing environment.

Definitions:

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 means information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

Health Information means any information or opinion about the health or disability of an individual, the individual's expressed wishes about the future provision of health services, and a health service provided, currently or in the future to an individual that is also personal information.

A '**record**' includes a 'document' or an 'electronic or other device'. A 'document' is anything on which there is writing, anything from which sounds, images or writings can be reproduced, drawings or photographs.

Rights and responsibilities:

It is the responsibility of Kildare Ministries to ensure that the Privacy Rights of all individuals associated with its organisation are upheld.

Policy actions:

What kinds of personal information does Kildare Ministries collect and how does Kildare Ministries collect it?

The type of information Kildare Ministries collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with our schools and Community Works.

Personal Information you provide: Kildare Ministries will generally collect personal information held about an individual by way of forms completed for job applications; face-to-face meetings and interviews with personnel involved in Kildare Ministries, emails and telephone calls.

Personal Information provided by other people: In some circumstances Kildare Ministries may be provided with personal information about an individual from a third party, for example a report provided by a medical professional through members of the community involved in Kildare Ministries (parents, students, past pupils) or a reference from other schools.

Exception in relation to employee records: Under the Privacy Act, the Australian Privacy Principles [and Health Privacy Principles] do not apply to an employee record. As a result, this Privacy Policy does not apply to Kildare Ministries treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the school and Community Works and employee.

How will Kildare Ministries use the personal information you provide?

Kildare Ministries will use personal information it collects from 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 by you, or to which you have consented.

Job applicants, staff members and contractors: (See attachment: *Privacy Employment Collection Notice*)

In relation to personal information of job applicants, staff members and contractors, Kildare Ministries primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which Kildare Ministries uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- to satisfy the school's legal obligations, for example, in relation to child protection legislation.

Volunteers: Kildare Ministries also obtains personal information about volunteers who assist the School in its functions or conduct associated activities to enable the schools, Community Works and the volunteers to work together.

Who might Kildare Ministries disclose personal information to and store your information with?

Kildare Ministries may disclose personal information, including sensitive information, held about an individual to:

- another school or Community Work involved in Kildare Ministries;
- government departments;
- medical practitioners;
- people providing services to Kildare Ministries, including special provider of services;
- recipients of Kildare Ministries publications, such as newsletters and magazines;
- anyone you authorise Kildare Ministries to disclose information to; and
- anyone to whom we are required to disclose the information to by law.

Sending and storing information overseas: Kildare Ministries may disclose personal information about an individual to overseas recipients, for instance, to facilitate an exchange for a pilgrimage or

sponsored future study. However, Kildare Ministries will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

Kildare Ministries may also store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

How does Kildare Ministries treat sensitive information?

Sensitive information 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

Kildare Ministries is required to respect the confidentiality of all members of its community, personal information and the privacy of individuals.

Kildare Ministries has in place steps to protect the personal information held from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

Surveillance

Computers: Kildare Ministries computer systems and networks are monitored to ensure integrity of the system. Personal information may be collected in this process, and will be treated in accordance with the other components of this Privacy Procedure.

Access and correction of personal information

Under the Commonwealth Privacy Act [and the Health Records Act], an individual has the right to obtain access to any personal information which Kildare Ministries holds about them and to advise Kildare Ministries of any perceived inaccuracy.

There are some exceptions to these rights set out in the applicable legislation.

To make a request to access or update any personal information Kildare Ministries holds about you, please contact the Executive Officer in writing. Kildare Ministries may require you to verify your identity and specify what information you require. Kildare Ministries 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, Kildare Ministries will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

Enquiries and complaints

If you would like further information about the way Kildare Ministries manages the personal information it holds, or wish to complain that you believe that Kildare Ministries has breached the Australian Privacy Principles please contact the Executive Officer of Kildare Ministries. Kildare Ministries will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

Details of this particular policy

Responsibility (monitor & implement)	Kildare Ministries Executive Officer
This version:	July 2014
Ratified by	Kildare Ministries Trustees
Signed by	Chairperson: Maree Marsh csb
Date	
Last amended	
Next review	

Privacy – Employment Collection Notice

The following information should be provided to all prospective employees

1. In applying for this position you will be providing Kildare Ministries with personal information. We can be contacted: Kildare Ministries, 52 Beaconsfield Parade, Albert Park, 3206. executiveofficer@kildareministries.org.au Phone 03 9682 2973
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. Kildare Ministries Privacy Policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. We will not usually disclose this information to a third party without your specific consent, except in the case of interview panel members. We may, if requested by the organisations, disclose this kind of information to the following types of organisations:
 - Other Catholic schools who may be recruiting staff
 - Catholic Education Offices for the purpose of informing Catholic schools of persons seeking employment

If you do not wish the information to be disclosed to any of these organisations, could you please let us know in writing as soon as possible using the above contact details.

5. We usually disclose your personal information as a matter of routine to the Catholic Education Office for good character screening purposes.
6. If you are a teacher, we usually disclose your personal information to the Victorian Institute of Teaching for the purpose of ascertaining that you are a registered teacher.
7. It is our policy to collect information from any previous employers in Catholic education. If we wish to contact previous Catholic education employers not named by you as a referee, we will contact you specifically to obtain your consent. If you decline consent, this may prejudice your application.
8. We are required to conduct a criminal record check and collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.
9. Kildare Ministries may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
10. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to Kildare Ministries and why, that they can access that information if they wish and that Kildare Ministries does not usually disclose the information to third parties.