The purpose of this policy is to establish a framework for Catholic Schools Broken Bay (CSBB) to comply with the requirements of all relevant Commonwealth and State privacy legislation in an open and transparent way.

The policy informs:

- CSBB staff of their obligations concerning personal information
- members of the wider school community about how CSBB manages their personal information and how they may request access to this information, including making a complaint about how CSBB has managed their information.

CSBB is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988. In relation to health records CSBB is also bound by the Health Privacy Principles contained in the Health Records and Information Privacy Act 2002 NSW (Health Records Act).

CSBB respects and deeply values the personal information that our community are willing to entrust to us. This policy explains how we collect, hold, store, use, disclose and manage personal information.

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CSBB will use personal information it colle

Volunteers:
CSBB also obtains personal information about volunteers who assist schools in their functions or who conduct associated activities, such as ex-student

- anyone to whom we are required to disclose the information by law, including child protection laws.

Sending and storing information overseas:
A school may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange or other overseas excursion. However, a school 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 withoo and storing i(tho)-4.7 (ut:)]TJ bLBody <c ier whng i crh 4.8

Address: Privacy Officer
Catholic Schools Broken Bay
Caroline Chisolm Centre, 2/423 Pennant Hills Road
Pennant Hills NSW 2120

CSBB will investigate any complaint and will notify the complainant of a decision in relation to their complaint as soon as is practicable. CSBB Complaints Handling Policy provides guidelines for the handling of complaints relating to the operation of CSBB, including complaints about management of personal information provided to or collected by CSBB.

Individuals may also make a complaint to the Office of the Australian Information Commissioner.

This policy applies to CSBB staff.

This policy also applies to contractors, job applicants, parents/legal guardians/carers, students, and other members of the CSBB school community.

The CSBB Governance, Legal and Risk workstream is responsible for the development and review of the Privacy Policy.

is responsible for overseeing the development and implementation of processes to ensure compliance with the Privacy Policy.

are responsible for the development, implementation, culture building and publishing of the Privacy Policy in their areas of responsibility in accordance with this policy and any regulatory requirements.

are expected to be committed to understanding and complying with CSBB Privacy Policy.

- Privacy Act 1988 (Cth)
- Australian Curriculum, Reporting and Assessment Act 2008 (Cth)
- Children and Young Persons (Care and Protection) Act 1998
- Education Act 1990 (NSW)
- Education Amendment (School Attendance) Act 2009
- Health Records and Information Privacy Act 2002 (NSW)
- Ombudsman Act 1974
- Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)
- Workplace Surveillance Act 2005 (NSW)

- Schools Assistance (Learning together Through Choice and Opportunity) Act 2004 (Cth)
- NSW Minors (Property and Contracts) Act 1970
- Privacy Compliance Manual April 2023 (NCEC)
- Non-Government Schools Record Retention Schedule
- Pixevety Privacy Policy
- Pixevety Biometrics Information Privacy Policy

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The Australian, privacy-by-design vendor is OAIC Australian Privacy Principle