

# Privacy Policy



**CNA**  
Catholic Network  
Australia

## REVIEW AND APPROVALS

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### Contributors:

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## Introduction

This Privacy Policy applies to Catholic Network Australia Ltd (CNA, 'we', 'our' and 'us') and sets out how we manage your personal information (including any sensitive information) we collect, use, handle and hold.

CNA is bound by the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (Privacy Act) and this Privacy Policy.

This Privacy Policy uses the term of "personal information" which is defined in the Privacy Act and, in summary, refers to any information which can, directly or indirectly, be used to identify you (or another individual, as the case may be). When we use the term "sensitive information" it has the same meaning as in the Privacy Act.

We may, from time to time, review and update this Privacy Policy to take account of new laws, technology and changes to CNA operations so please ensure you review it periodically for changes. Your continued use of our website, our services, participation in our activities or the provision by you of further personal information to us after notice that the Privacy Policy has been revised will be deemed to be your acceptance of (and, in the case of sensitive information, your consent for that sensitive information to) the revised Privacy Policy.

## Collection of personal information

[What kinds of personal information does CNA collect and how does CNA collect it?](#)

The personal information we collect is limited to the personal information required to perform our functions and activities related to advising and supporting Australian Catholic schools, including to establish and maintain our communications with you including:

- Catholic school and Catholic system contacts, in order to communicate and process requests and activities with schools;
- Volunteers and contractors name, address and work experience details in order to provide services;
- Other people who come into contact with CNA to communicate with you, process your queries and for providing general information in response to your enquiries; and
- Visitors to our website and if you send us a message via our website we collect your email address for the purposes of communication with you, it will not be used for marketing purposes without your prior consent.

## Personal information you provide

We collect personal information directly from you by your completion of forms, in face-to-face meetings and interviews, emails and telephone calls with us.

### Personal information provided by third parties

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

If you provide us with the personal information of another individual you warrant that you have informed them of this, provided to them (or referred them to) this Privacy Policy and that you have their permission to provide their personal information to us. In addition, where you have provided us with any sensitive information of another individual you warrant that you have obtained that individual's consent for us to collect, use, hold and store their sensitive information in accordance with this Privacy Policy.

### Information collected by CNA's website

When you use the CNA website, our 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; and
- the type of browser you are using.

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

### Cookies

CNA's website only uses session cookies and only during a search query of our website. On closing your browser the session cookie set by CNA's website is destroyed and no personal information which might identify you should you visit CNA's website at a later date is retained.

### How will CNA use the personal information it collects?

We will use personal information we collect about you for the following purposes:

#### Visitors to the website and the public

CNA may use the personal information it collects from you as a visitor to the CNA website to respond to queries and/or when you otherwise communicate with CNA.

#### Job applicants and contractors

In relation to job applicants and contractors, CNA will use this personal information collected to assess and engage a suitable applicant or contractor and satisfy CNA's legal obligations, for example insurance requirements and for child protection legislation requirements.

## Volunteers

We will use the personal information we collect about you as a volunteer to assist us to confirm your suitability in the role and enable you to conduct relevant activities and functions in your role.

## Schools

CNA undertakes marketing activities to promote the future growth and development of Catholic schools. CNA may receive your personal information (such as name and address and contact details) as school administrators and/or staff (but not parents or students) from schools to be used for CNA's marketing purposes.

## Who may CNA disclose personal information to?

In order to perform our functions and activities in support of Catholic Education and Catholic Schools, we may disclose your personal information to:

- Catholic schools;
- Catholic Education Offices;
- Catholic Schools Offices;
- Catholic Education Commissions;
- recipients of CNA publications, such as newsletters and magazines; and
- those as authorised or required by law, or a court or tribunal order.

CNA may from time-to-time also use the services of third-party online service providers to store, use and handle your personal information (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 third-party online service providers may be located outside Australia in a country such as Singapore.

CNA makes reasonable efforts to be satisfied about the protection and security of your personal information processed and stored in the cloud. If we disclose personal information overseas we will ensure that your personal information will be subject to substantially similar protections to those of the APPs.

## Security of personal information

We have various methods in place to protect your personal information from misuse, interference, loss, unauthorised access, modification or disclosure. These include, but are not limited to, locked storage of paper records, access protocols, password protected computerised records, high level security measures and encryption.

CNA will also respond to any incidents which may affect the security of your personal information we hold. If we assess that an individual whose information is affected by such a breach is likely to suffer serious harm, as a result of such incident, we will notify you and the Office of the Australian Information Commissioner of the data breach. We recommend that you do not share your personal information with anyone without first verifying their identity and the organisation they represent. If you believe any of your personal information has been compromised, please let us know immediately.

### Access and correction of personal information

Under the APPs you have the right to obtain access to and request correction of any personal information which we hold about you. To make a request to access, correct or update any of your personal information that we hold about you, please refer to the contact details in Section “Enquiries and Complaints” below.

We may require you to verify your identity and specify what information you are seeking. CNA may charge a reasonable fee to cover the cost of locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, CNA will advise you 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 the refusal.

### Enquiries and complaints

If you would like further information about the way CNA manages your personal information or wish to complain about an alleged breach of this Privacy Policy and/or APPs by CNA, 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](mailto:info@cna.catholic.org.au)

CNA will investigate any complaint and will notify you of the 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](http://www.oaic.gov.au)