



Privacy Policy

About Us

Catholic Network Australia Ltd ('CNA', 'we', 'our' and 'us') is a not-for-profit entity established to support Australian Catholic schools. It shares resources and expertise across its 'Participants' located across Australia. CNA is governed by its board and its operational delivery is supported by a small team, primarily resourced by voluntarily contributed hours from its Participants. CNA Working Groups have delegated responsibility for delivering CNA's strategic objectives.

In this document

- 'CNA' (and 'we', 'our' and 'us') refers to the board directors and representatives of Catholic Network Australia Ltd itself.
- 'CNA Network' means CNA and each organisation that is a CNA 'Participant' and includes their board directors and representatives.

Introduction

This Privacy Policy applies to CNA 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, risks, technology and changes to CNA operations, so please ensure you review it periodically for changes. We will provide notifications of changes to this policy. 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 takes effect from the 6th of May, 2024.

This Privacy Policy was last revised internally in November 2023.

Collection of personal information

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

We collect and store personal information that is necessary to perform our functions and activities related to advising and supporting Australian Catholic schools. This information includes names, positions, email addresses, and mobile phone numbers. We need this information to establish and maintain communication with you.

The information we collect is provided by various sources such as members of CNA Working Groups, Catholic school and Catholic system contacts, volunteers, contractors, and other individuals who come into contact with CNA. We may also collect information from visitors to our website. If you send us a message via our website, we will collect your email address (and other contact information provided) for the purpose of communication with you.



Please note that we will not use this information 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. CNA does not collect or store 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 them (or referred them to) this Privacy Policy, and given them 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 agencies or other government agencies may exercise legal authority to inspect CNA's internet service provider's logs in the event of an investigation or in response to court orders.

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 the personal information we collect about you for the following purposes:

- *Working Groups*
CNA may use your personal information to contact you or share your details with other members of a Working Group or the CNA Network or relevant third-party service providers.
- *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 activities to promote the development of Catholic schools. If you are a school administrator or staff member, CNA may receive your personal information (such as name and address and contact details) through the course of CNA's engagement with Catholic schools and that information may be retained, pursuant to this policy, for the purpose of promoting CNA and staying in contact with you.

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:

- Working Groups;
- 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 also, from time-to-time, 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 or the Philippines.

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. We regularly update our security systems to ensure data security as far as reasonably possible.



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 not sharing 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

We store personal information: on lists that are maintained by CNA representatives. Our systems may also store this personal information.

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. You may also ask us to delete or remove an personal information we hold which relates to 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 1027158893
Ground Floor, 1 Market Street,
Newcastle NSW 2300
Phone 0456 630879
Email 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

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