



Privacy Policy

Approved by the EREA Board: 24 September 2018

Rationale: Edmund Rice Education Australia is committed to protecting the privacy of all stakeholders including staff.

Principles: The Privacy Act 1988 (Cth) requires EREA and its member entities to handle any personal information (including sensitive information) we collect about individuals in accordance with the thirteen Australian Privacy Principles (APP's).

Under Principle 1 of the APP's, EREA is required to develop a Privacy Policy that sets out how we manage personal information in addition to making the Policy available on our public website.

The EREA Privacy Policy has been established in accord with the EREA Charter and is underpinned by EREA's core values.

Policy Statement: All EREA schools and member entities will have a Privacy Policy that conforms with the thirteen Australian Privacy Principles found in the *Privacy Act 1988* (Cth) and with the *Privacy Amendment (Notifiable Data Breaches) Act 2017*(Cth). The Policy will also conform to state-based legislation in relation to health records.

In accordance with APP's, our Privacy Policy outlines:

- the types of personal information we collect and hold
- how we collect and hold personal information
- the purposes for which we collect, hold, use and/or disclose personal information
- how an individual can access their personal information and seek a correction of the information
- how an individual may complain about our compliance with the APP's and how we will deal with such a complaint
- whether we are likely to disclose personal information to any overseas recipients, and if so, the countries in which those recipients are based

Our Privacy Policy is available free of charge through the EREA website. If a stakeholder requests a copy in a particular format, we will take all reasonable steps in the circumstances, to provide a copy in that format.

- Applicable to:** All in EREA.
- Key Responsibilities:** The Executive Director has responsibility for the implementation of this Policy.
- Review:** The EREA Privacy Policy will be reviewed every four (4) years unless there is a legislative or regulatory requirement to do so earlier.
- Related Information:** Privacy Act 1988 (Cth)
Privacy Amendment (Notifiable Data Breaches) Act 2017 (Cth) Australian Privacy Principles (APP)
Health Records & Information Privacy Act 2002 (NSW)
Health Records Act (Vic)
Health Records (Privacy & Access) Act (ACT)
EREA Privacy Policy Guidelines