



Policy and Procedure

Document Name:	Privacy
Review Dates:	November 2021; November 2022
Review Cycle:	5 yearly
Approved By:	Executive Director
Approval Date:	3 November 2022

Privacy

1. POLICY STATEMENT AND/OR PURPOSE

This Privacy Policy applies to Cairns Catholic Early Learning. It sets out how CELC manages personal information provided to or collected by it.

Cairns Catholic Early Learning and Care 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.

2. APPLICATION

This procedure applies to all Catholic Early Learning and Care Services in the Diocese of Cairns and is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988 (the Privacy Act).

3. PROCEDURE

Catholic Early Learning and Care will manage personal information provided to or collected by it in accordance with the *Privacy Act* and the Australian Privacy Principles. CELC records names, addresses, dates of birth, contact details, bank account and credit card details, medical records, customer reference numbers and financial transactions. All your personal information is kept secure. CELC realises the importance of privacy to families /guardians and as such does not release any information of records stored to a third party for their use without the account holders' authority unless required by law.

This will apply to all personal, sensitive and health information regarding parents/guardians, children, employees and prospective employees, volunteers and others with whom Catholic Early Learning and Care may have contact.

CELC understands and appreciates the concerns parents/guardians have regarding the privacy, confidentiality and security of information obtained from you. To ensure complete privacy, CCELC has adopted the Thirteen Australian Privacy Principles as contained in the Act. A copy of the principles may be viewed at the Office of the Federal Privacy Commissioner at www.privacy.gov.au.

4. BREACHES OF THIS POLICY

Appropriate disciplinary action will be taken against a person who is found to have breached the requirements contained within this document. Action taken will depend on the nature and

circumstance of each breach and could include: an official warning and note on the individual's personnel file; a formal written and/or verbal apology; counselling; demotion; transfer; or suspension or dismissal for very serious matters.

5. ENQUIRIES

Catholic Early Learning and Care Director - admin@cclc.catholic.org.au

6. SEE ALSO

- *Privacy Act 1988 and the Privacy Amendment (Enhancing Privacy Protection) Act 2012.*
- Code of Conduct
- Australian Privacy Principles

7. APPROVAL



Alison Forster
Director
Catholic Early Learning and Care

Date: 03/11/2022