

1. The Diocese of Maitland-Newcastle Catholic Schools Office (CSO) keeps personal information about CSO/school employees on file. We can be contacted at 984 Hunter Street, Newcastle West NSW 2032, phone (02) 49791200.
2. Some of the information we collect is to satisfy the CSO/school's legal obligations, particularly to enable the CSO/school to discharge its duty of care.
3. Laws governing or relating to the Diocese of Maitland-Newcastle's operation as an employer require that certain information is collected. These include: *Education Act 1990 (NSW)*, *Privacy Act 1988*, *Health Records and Information Privacy Act 2002 (NSW)* and *Children's Guardian Act 2019 (NSW) Children and Young Persons (Care and Protection) Act 1998 (NSW)*.
4. The CSO's Privacy Policy, accessible on the CSO website, sets out how employees may seek access to and correct their personal information, and how they may complain about a breach of the Australian Privacy Principles. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
5. The CSO/school will not disclose employees' personal information to a third party without their consent. This kind of information is usually disclosed to the following types of organisations: schools, government departments e.g. Roads & Maritime Services Working With Children Check (WWCC), the NSW Educational Standards Authority (NESA), Catholic Schools NSW (CSNSW) and the Catholic Commission for Employment Relations (CCER).
6. The CSO/school requires all employees to have a Working with Children Check and we collect information regarding whether employees are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection law. The CSO/school may also collect personal information about employees in accordance with these laws.
7. The CSO/school may use online or 'cloud' service providers to store personal information and to provide services to the CSO/school that involve the use of personal information. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server, which may be situated outside Australia.
8. If you provide the CSO/school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information and why, that they can access that information if they wish, and the CSO/school does not usually disclose the information to third parties.