

## Policy of Confidentiality

### Rationale

Catholic Institute of Sydney is committed to ensuring that the collection, storage and disclosure of “personal information” or “sensitive information” by the Institute will always respect the rights of the person or body providing the information and the requirements of The Privacy Act 1988 and its subsequent Amendments.

### Guidelines

1. The Institute will only collect and use personal information and sensitive information according to its purposes as an accredited educational institution – such purposes will relate to the spiritual, pastoral, social, educational and administrative functions of the Institute.
2. All personal and sensitive information will be stored securely.
3. The Institute will only use personal or sensitive information about an individual for a secondary purpose if that individual has consented or the use is otherwise permitted by the National Privacy Principles.
4. Persons or bodies providing personal or sensitive information may have access to the information for the purposes of correcting or removing his or her information.
5. The Academic Secretary of the Institute will be responsible for storing\receiving or dealing with any complaints.
6. Students may have access to their personal records through the Academic Secretary.
7. Reference will be made to the principles of the Privacy Act 1988 and its subsequent Amendments whenever questions concerning confidentiality or privacy arise.