



PRIVACY EXECUTIVE DIRECTIVE

Objective

All information collected and stored while applying CECWA Policy, Executive Directives and discharging employment duties is CEWA information. CEWA information must be collected, stored, used and disclosed for the purpose of supporting, designing and safely delivering the educational program to each student in their community of faith. Information must be used in accordance with the Code of Conduct.

The Executive Directive must address the collection, storage, use, access and disclosure of information. (*Clause 4.2 CEWA Policy Preamble*)

Principles

1. Principals must comply with the Privacy Act 1988 (Cth) in their collection, storage, use, disclosure and access to personal information.
2. CEWA Ltd collects personal information for the design, administration, and safe delivery of the educational program of each student in their community of faith.

Sources of Authority

- Catholic Education Commission Western Australia Community Policy – Effective February 2021
- The Privacy Act 1988

Responsibility

Executive Director

Director Governance, Strategy and Digital Technology

Principals

Directives

1. The Principal must add a link to CEWA Ltd Privacy Statement and Privacy Collection Notice on the St John's School website.
2. CEWA Executive and the Principal must train staff in the application of the Privacy Act 1988 (Cth).
3. The Principal must follow the NCEC Privacy Compliance Manual.
4. The Principal must take such steps as are reasonable in the circumstances to notify a person of the CEWA Privacy Statement and Privacy Collection Notice at, or as soon as practicable after collecting personal information.