

Privacy Policy

Kildare Ministries (Trustees of Kildare Ministries ABN 80 991 443 722, we, us, our) value your privacy and take the protection of your personal information seriously. We are subject to the Commonwealth *Privacy Act 1988*, the Victorian *Health Records Act 2001* and the NSW *Health Records and Information Privacy Act 2002* (the **Privacy Act**)

Our Vision, Mission and Values, and the values of respect for the individual and for confidentiality, underpin our approach to privacy. It is our responsibility to ensure your privacy rights are protected and upheld.

We have prepared this privacy policy (**Privacy Policy**) to tell you the type of information that Kildare Ministries may collect about you, and the purposes for which we will hold, use and disclose your personal information (including health information). We may update the Policy from time to time.

Personal information generally means any information or opinion about an individual from which that person can be identified. Health information generally is personal information that is about an individual's physical, mental or psychological health, or if they have a disability.

This Privacy Policy also provides information about how you may access and seek correction of your personal information or make complaints if you think we have breached any privacy laws, including how we deal with such complaints.

We oversee the work of a number of related bodies, such as schools and community organisations. Each of those bodies has its own privacy policy that sets out in detail how it collects, uses or discloses personal information, how to contact them and how to access information they hold.

Brigidine College, Indooroopilly

Brigidine College, St Ives

Clonard College, Geelong

Kilbreda College, Mentone

Kildare College, Adelaide

Killester College, Springvale

Marian College, Ararat

Marian College, Sunshine West

Star of the Sea College, Brighton

St Joseph's College, Echuca

Wellsprings for Women, Dandenong

Saltbush, Balnarring Beach

Brigidine Asylum Seekers Project, Albert Park.

Policy	Privacy Policy
Version	Review for V4. June 24
Date of Approval	2024
Effective date	April 2022
Date for Review	August 2026

1. What information do we collect?

We collect personal information we need to carry out our functions and activities. This includes personal information about current and prospective students and parents, volunteers and contractors, visitors to our website (located at <https://www.kildareministries.org.au>), and other persons who are involved with the operations of Kildare Ministries. We may also collect health information about, for example, a student's allergies or medical conditions.

We may collect sensitive information (such as information about religious beliefs or affiliations), but we will only do this where it is necessary for one of our functions or activities, and you agree to it, or it is required or authorised by law.

We try to only collect the information we need for the particular function of activity we are organising. The type of information we collect varies depending on that function or activity. The personal information we collect includes contact information (including name, phone number, postal address, and email address), basic demographic details (age, sex, religion and emergency contact details), relevant health information, information relating to previous education and academic performance, bank details and other payment-related information, donation history and other records of your communications with us.

We also collect personal information about current and prospective employees. For further information about the personal information, we collect about job applicants, employees and contractors for recruitment and managing human resources, please refer to our Employment Privacy Notice on our website.

2. How do we collect your personal information?

We may collect your personal information when you interact with us in person, via telephone or email, by visiting our website, or via online and physical forms.

Whenever possible, we will try to collect personal information and health information about you directly from you. Where this is not practicable, we may collect the personal information from other sources such as Kildare Ministries' schools and community works, an information services provider or public records.

3. Why do we collect your personal information?

Kildare Ministries collects, holds, uses and discloses personal information and health information where it is reasonably necessary to carry out our functions and activities as an educational and community organisation including:

- verifying your identity and information;
- to set up, administer and manage our educational and charitable services;
- for administrative purposes, such as collecting outstanding registration fees and arranging for the provision of services;
- supporting a student's educational, social, spiritual and medical wellbeing;
- marketing Kildare Ministries and its related bodies;
- analysis of statistical data, including demographic data of a region;
- seeking donations for the work of Kildare Ministries and its related bodies; and
- to comply with applicable laws and regulations.



In some circumstances we may be provided with personal information about an individual from a third party, for example a report provided by a leader of one of our community organisations, or a medical professional, or through staff members, parents, students, and past pupils. In all cases we will only retain this information if it was lawful for us to collect it, otherwise we will destroy or de-identify if it is lawful and reasonable to do so.

If you do not provide us with the information we need, we may not be able to provide you with the assistance or service you seek. For example, we may be unable to consider your enrolment or job application, provide you with the full features of our website, or respond to your request for information.

Where possible we will allow you to interact with us anonymously or using a pseudonym. For example, if you contact us with a general question, we will not ordinarily record your name unless we need it to address your question. However, for many of our functions and activities we need your name, contact and information to be able to communicate with you. If you do not provide your information, this may impact how we can assist, respond or otherwise communicate with you.

4. Does Kildare Ministries use cookies?

To help provide services and to understand more about visitors to our website, we collect certain information, including from your browser. This information includes statistical information and your device's IP address, browser type, language and access times. Our website also uses cookies to track pages visited and information accessed within our website. This information is for statistical reference, site analysis and to remember your details and preferences when you return to the website.

In many cases, the tools used on our website record information in a way that does not identify you as an individual. In other cases, information collected through our website may be personal information, for example when you register for job alerts or apply for a position through our website, in which case this Privacy Policy will apply. We may also collect personal information through the 'contact us' section of our website and our social media presence, such as Facebook, Instagram and LinkedIn, or when you post comments or communicate through these social media platforms. Any information you disclose using those platforms will also be handled in accordance with the platform's own privacy policy.

Our website may also use third party website tools from time to time, for example data analytics and online survey tools. We also collect cookies. These are small data files our website transfers onto visitors' devices for record-keeping purposes and to enhance website functionality. Below we summarise why we use different types of cookies:

- **Necessary cookies:** are those that are essential to run our website or enable you to receive a service that you have requested.
- **Performance cookies:** are those that collect information about how visitors use and interact with our website and online store so that we can improve it.
- **Functionality cookies:** are those that remember choices you make. Without these cookies you may find that certain features are less convenient and reliable.
- **Marketing cookies:** are those that help us deliver advertising that is more relevant to you and your interests. They include third-party cookies placed by our partners and other advertisers who share cookie data with us.

Your web browser can be configured to reject cookies. If you set up your web browser to do this, certain functions on our website may not work for you.



5. Who might we disclose your personal information to?

We may disclose personal information or health information to third parties for the purposes discussed above. This includes to:

- a school or community project that we oversee;
- third parties who provide services to us, including those engaged to perform administrative, promotional, research, information technology, accounting, auditing, legal and banking services;
- your organisation and its representatives (if applicable);
- government departments for reporting and compliance purposes;
- medical practitioners;
- recipients of Kildare Ministries publications; and
- anyone we are authorised or required by law to disclose the information to.

Kildare Ministries may transfer your personal information overseas where this is necessary to perform one of our functions, for instance, to facilitate an exchange for a pilgrimage (Ireland or Holy Land) or for sponsored future study. Where information is transferred overseas, we will take reasonable steps to ensure that the overseas recipient otherwise complies with the Privacy Act and related legislation (as applicable) or General Data Protection Regulation (2016/679).

Web traffic information collected when you visit our website may be held across multiple countries. When you communicate with us through a social media platform (such as Facebook), the social media provider and its partners may collect and hold your personal information overseas.

Kildare Ministries uses the 365 Microsoft suite and uses the Microsoft Azure 'cloud' service. To the best of our knowledge, Microsoft Azure stored its Australian data in Australia. Information we have collected about individuals will not be traded, sold or rented to other organisations for marketing or solicitation purposes.

6. Do we engage in direct marketing?

From time to time, we may send you marketing communications regarding our services or those of one of our related bodies.

We may contact you by electronic messages (e.g. email), online (e.g. through our website), by mail and by other means, unless you opt out. You may opt out of receiving electronic messages from us at any time by contacting our Privacy Officer via the contact details at the bottom of this Privacy Policy or by using the opt out mechanism included in our marketing messages.

7. How do we keep your information safe?

We store information in both physical and electronic form. We have put in place appropriate security measures to protect your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. Depending on the circumstances, these measures may include staff authentication, access controls, encryption, records management protocols and secure premises. We have put in place procedures to deal with personal information breaches and will notify you and any applicable regulator of a breach where this is required.

We securely destroy or de-identify personal information when we no longer need it for the purpose we collected, or other permitted purpose, unless legally required to keep it.



Kildare Ministries uses the 365 Microsoft suite and uses the Microsoft Azure 'cloud' service. To the best of our knowledge, Microsoft Azure stored its Australian data in Australia

8. How can you access and correct your personal information?

The accuracy of the personal information we hold, and use is important to us. We take reasonable steps to ensure that the information we handle is accurate, complete and up to date. To help us keep your information accurate, please let us know if there are any errors or changes in your information.

If you have any questions or comments about this Privacy Policy or our privacy related practices, or if you would like to request access to or correction of any information, we hold about you, please contact our Privacy Officer:

Email: admin@kildareministries.org.au

Phone: (03) 9682 2973

Postal address: 54 Beaconsfield Parade, Albert Park VIC 3206

It may not be possible to provide access or to correct information in all cases. If this happens, we will let you know.

We won't charge you for simply making a request to access or correct personal information. However, we may charge reasonable costs for carrying out your request.

9. How can you make an inquiry or complaint?

We take your privacy concerns seriously. If you have a complaint regarding our handling of your information, or for further information about the way Kildare Ministries manages the personal information it holds, please contact our Privacy Officer at the details above. Our Privacy Officer will confirm receipt of your complaint. If our Privacy Officer believes an investigation is necessary, we will open an investigation. Our Privacy Officer may need to contact you to request further details of your complaint. If an investigation has been opened following a complaint made by you, our Privacy Officer will contact concerned parties of decisions made in relation to the complaint as soon as is practicable.

In the unlikely event that we are unable to resolve your complaint to your satisfaction, a complaint can be lodged with the Office of the Australian Information Commissioner at www.oaic.gov.au.

If you are from Victoria and your concern is about health information, you may also wish to contact the Health Complaints Commissioner at hcc.vic.gov.au

10. Application of this Privacy Policy

We are subject to the Privacy Act and a range of other privacy laws. Nothing in this Privacy Policy is intended to limit our compliance with those laws.

Some of our collection and handling of personal information is also required or authorised by other laws, for example the *Fair Work Act 2009* (Cth), *Superannuation Guarantee (Administration) Act 1992* (Cth), *Income Tax Assessment Act 1936* (Cth), *Income Tax Assessment Act 1997* (Cth) and other tax laws, *Corporations Act 2001* (Cth), work health and safety laws, and workers compensation laws.

