



CHRISTIAN SCHOOLS EVENTS NETWORK

PRIVACY POLICY

DATE OF POLICY IMPLEMENTATION: NOVEMBER 2021

DATE OF NEXT MAJOR REVIEW: NOVEMBER 2025

APPROVAL AUTHORITY: CSEN BOARD

GOVERNING AUTHORITY: CSEN BOARD

RESPONSIBLE OFFICER: CSEN EXECUTIVE OFFICER

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1. PURPOSE OF THE POLICY

This Policy outlines the way in which the Christian Schools Events Network (CSEN) manages personal information. This policy does not apply in respect of employee records of CSEN employees.

2. THE KIND OF INFORMATION WE COLLECT

The general type of information we may collect and hold includes personal information about:

- Staff at member schools
- Students enrolled at member schools and their parents
- Job applicants, staff, consultants, and other contractors



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In general, the personal information we collect, and hold includes the name of the individual and the school with which they are associated. It may include contact details and other matters which is relevant for the purpose for which it was collected. It can also include sensitive information such as health information.

3. HOW WE COLLECT AND HOLD YOUR PERSONAL INFORMATION

We will generally collect personal information

- from you directly when you provide your details to us
- from member schools
- from students and parents

We take reasonable steps to protect the security of personal information. Our staff are required to protect the confidentiality of personal information and the privacy of individuals. We also take reasonable steps to protect personal information held by us from misuse and loss from unauthorised access, modification and disclosure. This includes restricting access to electronic records and use of physical security for hard copy records.

When we no longer require your personal information, we will take reasonable steps to destroy it.

4. WHY WE COLLECT, HOLD, USE AND DISCLOSE PERSONAL INFORMATION

In general, we collect, hold, use and disclose personal information as is necessary to conduct our sporting and cultural events and associated activities.

5. TO WHOM WE DISCLOSE PERSONAL INFORMATION

We may disclose personal information, including sensitive information to:

- member schools,
- organisations or people who assist us in our activities, and
- courts, tribunals, and regulatory authorities



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6. PERMISSION TO PUBLISH – PUBLISHING STUDENT INFORMATION

CSEN will seek approval to publish or disclose information about your students for the purposes of sharing his / her experiences with other students, informing the Board and broader community. This information may include your students' name, age, information collected during the event, photographs, sound and visual recordings of your students. The communication in which your students' information may be published or disclosed include, but are not limited to:

- CSEN Website
- CSEN Newsletter
- CSEN App
- Local and Metropolitan newspapers and magazines and other media outlets.

Parents should be aware that when information is published on public websites and social media channels it can be linked to by third parties and may be discoverable online for several years, if not permanently. Search engines may also cache or retain copies of published information.

Photography consent is outlined in the CSEN Media Policy as follows:

The use of images taken at a CSEN event by a school is permitted as per the following rules:

- The image used is of the individual school's students only.
- If a student from another school is visible in the image, the school must either blur the image of that student prior to publication or seek and gain permission from the other school/s, prior to publication of that image.

CSEN will from time to time take photographs etc for publicity purposes. If an image is to be used for publicity, CSEN will approach the relevant school / schools and seek permission for use of the image.

7. DISCLOSURE OF INFORMATION OVERSEAS

We do not disclose any information to overseas agencies / organisations.

8. ACCESS TO YOUR PERSONAL INFORMATION

You can update your personal information at any time by contacting CSEN on 03 8393 0692. We will require you to verify your identity and specify what information you seek. We may refuse to provide your personal information if we believe this is appropriate and such refusal is authorised under the Australian Privacy Principles.



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10. MAKING PRIVACY COMPLAINTS

If you have any questions about privacy or wish to complain about a breach of the Australian Privacy Principles or the handling of your information, please contact the CSEN Executive Officer. We may ask you to lodge your complaint in writing. Any complaint will be investigated, and you will be notified of the decision in relation to the complaint as soon as possible and within 30 days. If we are unable to satisfactorily resolve your concerns about our handling of our personal information, you can contact:

Australian Information Commission
GPO Box 5218
Sydney 2001

11. REVISION OF POLICY

This policy may be reviewed and revised from time to time to take into account changes in our practises and changes in legislative requirements.

History of Updates to Policy

Date	Comment (Alterations to policy)