



Information Management Policy

We understand the importance of information being collected, stored, used, and destroyed appropriately. We are committed to protecting the information rights of the public, our clients, our employees, our stakeholders and the organisation and complying with legislation relating to the capture, storage, disposal and use of information. **If you have any concerns or would like to offer feedback, please contact us on enquiries@catholiccarewsbm.org.au**

WE WILL

- Operate within the Diocese of Parramatta Information Management Policy and principles of the Diocese of Parramatta Privacy and Confidentiality Policy
- Have a consistent approach for collecting and managing information across the organisation
- Securely manage client, staff, volunteers and student information and records, whether in physical form or in data form to ensure privacy and confidentiality is maintained
- Personal information collected by Catholic Care is only for purposes which are directly related to the functions and activities of the organisation
- Ensure proper and secure handling of business-related information necessary for services and functions.
- Manage access to records and data ensuring access is only provided to authorised persons
- Ensure information is easy to retrieve and that health and personal information is appropriately managed throughout its lifecycle
- Ensure that internally and externally published or shared information is approved, appropriate, accurate and timely
- Train staff to manage information appropriately
- Escalate information and data breaches in a timely manner

- Periodically test our systems and controls around information management
- Comply with all relevant legislation, principles and standards and funding body requirements.

WE RECOGNISE

The importance of security of information for clients, their families, our staff, students, volunteers and organisation as well as the need for simplicity in accessing information. All clients and staff have the right to privacy and confidentiality, and to decide who has access to information they have disclosed to Catholic Care excluding where there is mandatory reporting and investigation requirements.

OUR OBJECTIVE IS

To have in place best practices for information management and protect the privacy of all individuals including our clients and our employees.

ACCOUNTABILITY

Resides with the Executive Director who is accountable to the Diocese for maintaining high quality information management systems and processes.