



Catholic  
Education  
Commission  
Tasmania

# Data Sharing Policy

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## **1 PURPOSE**

This policy addresses the data sharing requirements between all Catholic Schools operating in the Archdiocese of Hobart and the Tasmanian Catholic Education Office (TCEO).

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## **2 WHO DOES THIS POLICY APPLY TO**

All Catholic Schools operating in the Archdiocese of Hobart and the TCEO.

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## **3 POLICY PRINCIPLES**

**3.1** All Catholic Schools are required to share data with the TCEO to ensure that Catholic Education Tasmania (CET) meets its civil and canonical legal obligations and system objectives and requirements.

**3.2** CET legal obligations and system requirements arise in many ways. These include but are not limited to:

- (a) Legislation
- (b) Government reporting obligations
- (c) Government funding documents
- (d) Under applicable industrial instruments and employment obligations
- (e) System funding arrangements
- (f) Implementation of and operational oversight of system programs and initiatives
- (g) TCEO services provided to Catholic Schools
- (h) Canon Law or instructions from the Archbishop of Hobart regarding Catholic Schools in the Archdiocese of Hobart.

**3.3** In relation to Clause 3.2 above, Catholic Schools will provide any data to the TCEO that TCEO reasonably requires. TCEO may then pass that data to any other necessary body including but not limited to:

- (a) Archbishop of Hobart
- (b) Archdiocese of Hobart Professional Standards Office
- (c) Australian Curriculum, Assessment and Reporting Authority (ACARA)
- (d) Australian Council for Educational Research (ACER)
- (e) Australian Charities and Not For Profit Commission
- (f) CET Accreditation
- (g) National Assessment Program – Literacy And Numeracy (NAPLAN)
- (h) Nationally Consistent Collection of Data (NCCD)
- (i) National Catholic Education Commission (NCEC)
- (j) Non-Government Schools Registration Board (NGSRB)
- (k) Office of the Australian Information Commissioner (OAIC)

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- (l) Office of the Education Registrar (OER)
- (m) Roman Catholic Church Trust Corporation of the Archdiocese of Hobart
- (n) School Financial Questionnaire
- (o) Staff Records, and employment and payroll data
- (p) State and Federal Police
- (q) Student Records, including enrolment, achievement and attendance
- (r) Tasmanian Assessment, Standards and Certification (TASC)
- (s) TCEO Census
- (t) Teachers Registration Board (TRB)
- (u) Workplace Gender Equality Agency (WGEA)
- (v) Youth Engagement in Education and Training (YEET).

- 3.4** The TCEO will provide clear information to Catholic Schools on the data required, the format in which the data is to be provided and the timeframe for providing the data.
- 3.5** The TCEO will only share data from Catholic Schools with external parties in accordance with CET's legal obligations, compliance activities and system requirements. In this context, an "external party" may include Federal or State Government Departments or Agencies, statutory bodies, other individuals and the like.
- 3.6** The TCEO, when requesting data from Catholic Schools, will ensure that such requests are compliant with the requirements of the *Privacy Act 1988* (Cth).
- 3.7** Catholic Schools will ensure that any response to the TCEO for a request for data is compliant with the requirements of the *Privacy Act 1988* (Cth).

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## 4 RESPONSIBILITIES

ROLE	RESPONSIBILITY
Principals of Catholic Schools	<ul style="list-style-type: none"> <li>a) Familiarise themselves with and comply with this Policy.</li> <li>b) Ensure data is maintained accurately and complied with applicable data retention policies.</li> <li>c) Ensure that data is shared to the TCEO by School Staff as required and that the School provides the data in a timely manner.</li> <li>d) Ensure that School Staff understand their responsibility to provide data in accordance with this Policy.</li> <li>e) Ensure that this Policy is accessible via the relevant</li> </ul>

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	<p>school's website and upon request.</p> <p>f) Report any suspected data breaches to the TCEO Privacy Officer, Data Breach Officer and/or Child Safety Officer.</p>
TCEO Directors	<p>a) Familiarise themselves with and comply with this Policy.</p> <p>b) Ensure that the data requested by the TCEO from Catholic Schools aligns with this Policy.</p> <p>c) Ensure that TCEO Staff understand their responsibilities in using the School data received.</p> <p>d) Report any suspected data breaches to the TCEO Privacy Officer, Data Breach Officer and/or Child Safety Officer.</p>
Staff at Catholic Schools	<p>a) Familiarise themselves with and comply with this Policy.</p> <p>b) Provide the data requested by the TCEO in a timely manner in the format required.</p> <p>c) Contact the relevant TCEO Staff member regarding any matters that require clarification to ensure the provision of the correct data.</p> <p>d) Report any suspected data breaches to the TCEO Privacy Officer, Data Breach Officer and/or Child Safety Officer.</p>
Staff at TCEO	<p>a) Familiarise themselves with and comply with this Policy.</p> <p>b) Provide clear instructions the Schools on the data requested, the purpose the data is being collected, format of the data and timeframe.</p> <p>c) Only use the data for the purpose it is being collected for and in accordance with CET's legal obligations, compliance activities and system requirements.</p> <p>d) Ensure that data is stored in a secure manner and within the parameters of the <i>Privacy Act</i>, especially in relation to sensitive information and health information.</p> <p>e) Report any suspected data breaches to the TCEO Privacy Officer, Data Breach Officer and/or Child Safety Officer.</p>

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## 5 RECORD KEEPING

- 5.1 TCEO must maintain a record of data requests sent to Schools and securely store the data received by schools for the length of time required by our legal requirements and records retention schedule.

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## 6 COMPLIANCE (LEGISLATION AND OTHER DOCUMENTS)

- 6.1 This Policy relates to but is not limited to the following legislation and guidelines:

### ***Commonwealth legislation***

- a) *Australian Curriculum, Assessment and Reporting Authority Act 2008* (Cth)
- b) *Australian Education Act 2013* (Cth)
- c) *Disability Discrimination Act 1992* (Cth)
- d) *Disability Standards for Education 2005* (Cth)
- e) *Fair Work Act 2009* (Cth)
- f) *Family Law Act 1975* (Cth)
- g) *Privacy Act 1988* (Cth)

### ***Tasmanian legislation***

- a) *Anti-Discrimination Act 1998* (Tas)
- b) *Children, Young Persons and Their Families Act 1997* (Tas)
- c) *Criminal Code Act 1924* (Tas)
- d) *Education Act 2016* (Tas)
- e) *Education Regulations 2017* (Tas)
- f) *Family Violence Act 2004* (Tas)
- g) *Tasmanian Assessment, Standards and Certification Act 2003* (Tas)
- h) *Police Offences Act 1935* (Tas)
- i) *Public Health Act 1997* (Tas)
- j) *Teachers Registration Act 2000* (Tas)
- k) *Registration to Work with Vulnerable People Act 2013* (Tas)
- l) *Work Health and Safety Act 2012* (Tas)

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***Other***

- a) Archbishop's Charter for Catholic Schools in Tasmania
- b) Nationally Consistent Collection of Data on School Students with Disability Guidelines (NCCD)
- c) United Nations Convention on the Rights of the Child (1990)
- d) CECT Privacy Policy, [Policies - Catholic Education Tasmania](#)

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## **7 DEFINED TERMS**

- 7.1** Refer to CECT Terms and Definitions document available on the CET Website.

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## **8 FURTHER INFORMATION AND ASSISTANCE**

- 8.1** For further information and assistance in relation to this Policy please contact Advisor: Governance Policy and Research [policy@catholic.tas.edu.au](mailto:policy@catholic.tas.edu.au)

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## **9 REVIEW OF THIS POLICY**

- 9.1** This Policy will be reviewed every four years.
- 9.2** Updated versions of this Policy will be available on the CET website and on request.

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