

## Rationale

OLMC is responsible for the security, integrity and confidentiality of all the data it holds. Under the Privacy Act 1988 (Cth), the College is obliged to have in place reasonable

## Definitions

### Data Breach

A data breach is any event that has caused or has the potential to cause unauthorised access to personal information held by the College in any format. A data breach may be caused by malicious action (by an external or insider party), human error, or a failure in information handling.

## Personal Information

Personal information is information about an identified individual, or an 'reasonably identifiable'. Information that is not about an individual on its own can become personal information when it is combined with other information and this combination results in an individual becoming 'reasonably identifiable'.

individual who is

## Procedures

### Preventative Practices

Staff and students are expected to be mindful of practices which may cause a data breach, such as:

- x loss of portable devices or equipment containing identifiable personal, confidential or sensitive data;
- x unauthorised use of information;
- x a breach of the College's IT security and Acceptable Use policies;
- x confidential information left unlocked in accessible areas;
- x leaving IT equipment unattended when logged-in to a user account and failing to lock the screen to stop others accessing information;
- x publication of confidential data on the Internet and social media sites;
- x

As part of the Team's management of the incident, improvements to data protection policies, procedures, systems and technologies will be identified.

### Related College Policies

- x Mercy Education Limited and OLMC Privacy Policy
- x Student Responsible Use of Digital Technologies, Devices and Social Media Policy
- x Staff Responsible Use of Digital Technologies Policy
- x Staff Acceptable Use of Social Media Policy.
- x Password Management Policy

### Relevant Legislation and Resource Guides

- x Privacy Act 1988 (Cth)
- x Privacy Amendment (Notifiable Data Breaches) Act 2017 (Cth)
- x Australian Privacy Principles, S ( )Tj 1t.9 (t)0.7 (a).72rytctTctii