



Sacred Heart
College
GEELONG

Sacred Heart College Advisory Council

ICT and Cyber Risk Sub-Committee

Terms of Reference

SCOPE

The ICT and Cyber Risk Sub-Committee is designed to support and make recommendations to the College Advisory Council (CAC) on key issues regarding Cybersecurity strategy and projects, Cyber risk management, privacy and compliance. The Committee also provides advice to the College Leadership Team (CLT).

PURPOSE

1. Strategic Policy and Framework Guidance

- Provide Policy Recommendations: Review and offer advice on the development of policies regarding security, data ethics, and the acceptable use of technology.
- Support Strategic Alignment: Offer a governance perspective on how ICT initiatives can best support the College's pedagogical goals and long-term vision.
- Advise on Standards: Guide the College on adopting industry-standard frameworks for information security and data privacy.

2. Risk Consultation and Resilience

- Risk Contextualisation: Help the College interpret the cyber threat landscape, translating technical vulnerabilities into clear, high-level governance risks.
- Advise on Risk Tolerance: Provide a forum to discuss the balance between an open digital learning environment and the necessary security controls.
- Guidance on Continuity: Review and provide advice on the adequacy of the college business continuity to maintain educational delivery during technical disruptions or cyber incidents.

3. Privacy and Data Stewardship

- Promote Data Privacy: Act as an advisory body for the protection of student and staff data, ensuring privacy is a primary consideration in College operations.



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- Regulatory Awareness: Keep the CAC informed of shifts in data protection laws and emerging digital compliance requirements in the education sector.
- Third-Party Risk Advice: Provide guidance on the privacy and security expectations the College should maintain when partnering with external digital platforms.

4. Cultural and Educational Advocacy

- Foster Security Awareness: Advise on strategies to promote a culture of digital responsibility and cyber-hygiene among staff, students, and parents.
- Safeguarding Support: Provide a governance lens on how technology tools can best support the College's broader commitment to student wellbeing and online safety.
- Bridge Technical Communication: Serve as a consultative link between the College's technical leadership and the CAC to ensure clear communication of non-financial digital risks.

CHILD SAFETY

The ICT and Cyber Risk Sub-Committee is committed to nurturing and safeguarding child safety and in their deliberations and decision making will ensure that:

- All students enrolled at Sacred Heart College have the right to feel safe and be safe.
- The wellbeing of children in our care will always be our first priority and we do not and will not tolerate child abuse.
- A child-safe and child-friendly environment is developed where children are free to enjoy life to the full without any concern for their safety.
- Attention is paid to the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, children with a disability, children who are unable to live at home, international students, and LGBTIQ+ students.
- Students and their families have the right to confidentiality and privacy.
- Communications are respectful and ethical.
- All members of the College community will ensure adherence to relevant privacy and confidentiality policies relating to the appropriate use of student information and images in College communications, including social media platforms.

RESPONSIBILITIES

The specific responsibilities of the sub-committee are to:

1. Review and evaluate information provided by the Principal and the College Leadership Team and provide advice and recommendations to support strengthening the Cybersecurity and privacy posture of the College.
2. Provide recommendations to the College Advisory Council, and report annually to the CAC on
 - a. Review the cyber risk register and mitigation strategies



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- b. Review of College Disaster Recovery and Business Continuity Plans
 - c. Review the Incident response plans including completed table top exercises
 - d. Review cyber compliance according to relevant standards eg (NIST, CIS) based on external and internal audits
 - e. Review the College privacy compliance
3. Members will maintain an appropriate understanding of cyber governance issues relevant to the College.
4. Provide information and broad industry advice to the CAC on current developments and trends relating to matters which fall within its Terms of Reference.
5. Liaise and collaborate with the other CAC sub-committees with the aim of delivering on the purpose of the ICT and Cyber Risk Sub-Committee.
6. Address any related matter(s) referred to it by the CAC.

MEMBERSHIP

- At least one member of the CAC, who will be the chair of the sub-committee (Chair), shall be a member of the sub-committee.
- Minimum of three representatives, including at least one parent of the College.
- Members should possess knowledge, understanding and experience in ICT, Cybersecurity, risk management, privacy, governance and related disciplines.
- Membership shall be reviewed every three (3) years.
- At least one member of the College Leadership Team shall be a member of the sub-committee.

PROTOCOLS AND PROCEDURES

- Sub-committee members should have a sound knowledge and understanding, enhanced as necessary by appropriate training or access to expert advice, of the areas of the sub-committee's business.
- On occasion, the Chair may declare that a matter be deemed confidential to the sub-committee.
- Sub-committee members should value and respect diversity and differing views.
- Resolutions developed by the sub-committee will occur within a consensus approach.
- Minutes of the sub-committee meetings and a Chair's report will be presented to the CAC.

MEETING SCHEDULE

- Not less than four meetings shall be held each year.
- The sub-committee meeting agenda is to be prepared by the Chair of the sub-committee in consultation with the Director of ICT.



- Committee meetings shall be held not less than two weeks prior to any meeting of the CAC to ensure adequate time for preparation of minutes, reports, and recommendations to the CAC.

BUDGET

The sub-committee will not hold a budget but may have access to College funds to carry out its mandate and will work with the Principal to allocate these funds as appropriate.

STRATEGIC PRIORITIES 2021+



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