

Introduction

The **<Church Entity> Privacy Statement** is a briefing statement for our parishioners about the collection, use and disclosure of personal information that may be recorded about them and how the **<Church Entity>** deals with this information.

The **<Church Entity>** is committed to protecting your privacy in accordance with the Privacy Act as described and detailed in the **Diocesan Privacy Policy & Administrative Guidelines**.

The **<Church Entity>** understands the need for privacy and confidentiality of personal information and our administrative guidelines ensure that the information will not be available to unauthorised third parties.

Personal information

This includes basic identification, contact information and other relevant information required by law or given to us in your capacity as parishioners or worshippers.

Who does this apply to?

Collection of personal information applies to people having some affiliation with the **<Church Entity>** and belongs to at least one of the categories enumerated in the Diocesan Privacy Policy & Administrative Guidelines. Briefly, this applies to clergy, anyone undertaking pastoral or volunteer duties, employees, members, office bearers, choir masters, participants in sacraments and anyone wishing to be placed on any sort of mailing lists.

Why and how personal information is collected?

Personal information is collected to comply with legal obligations and to enable individuals to participate in and benefit from the work of the **<Church Entity>**. This information can be collected in a number of ways, including forms, e-mail messages, telephone conversations and in person.

How is personal information used?

Personal information is used to comply with legal and Diocesan requirements, administer contracts, if any, provide insurance cover and in the course of spiritual, pastoral, social, educational and administrative work.

Personal information obtained for a particular purpose is not used for any other purpose unless there are reasonable grounds to do otherwise to meet legal obligations or with the consent of the individual concerned.

Disclosure of personal information

Details of disclosure are outlined in the Administrative Guidelines. In essence, personal information is made available for the purpose it was collected. Disclosure for other purposes is allowed under certain circumstances described in the Administrative Guidelines.

| <CHURCH ENTITY> PRIVACY STATEMENT | | | |
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| Policy number | <<insert number>> | Version | Version 1.0 |
| Approved by Rector on | <<insert date>> | Scheduled review date | <<insert date>> |
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Accuracy and security of personal information

All reasonable steps will be taken to ensure accuracy and security of personal information records. Individuals will be allowed access to their records to ensure accuracy.

Privacy Officer

The **<Church Entity>** will appoint one of its members to the role of Privacy Officer to ensure that the collection, use and storage of personal information is consistent with the administrative guidelines. The Privacy Officer will be the first point of contact for any enquiries.

Related Documents

- I. **Privacy Act No 119, 1998 as amended:** <http://www.comlaw.gov.au/Details/C2015C00089>
- II. **Diocesan Privacy Policy & Administrative Guidelines**
- III. **Diocesan Privacy Statement.**

Authorisation

Rector **<or Parish Council>**
<Church Entity>

Date authorised

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