



PROCEDURE FOR COLLECTING PRIVATE INFORMATION

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1 PURPOSE

To outline the procedure for collecting private information.

2 SCOPE

- 2.1 This document applies to personal information collected within the Diocese, including at ministry centres such as the Diocesan Office, parishes, mission districts and Mission to Seafarers centres.
- 2.2 Section 6 of the *Privacy Act* defines 'personal information' as 'information or an opinion about an identified individual, or an individual who is reasonably identifiable. This includes a person's name and address, medical records, bank account details, photos, videos; even information about what an individual may like, their opinions and where they work.

3 PROCEDURE

- 3.1 The purpose of the collection of any private information is to be clearly stated, where possible, when the information is collected.
- 3.2 Individuals are to have the opportunity to provide information in an anonymous way, providing the information is not required for a legal purpose such as for applying for Police checks.
- 3.3 Information collected must be necessary for the adequate function or activity of a ministry centre.
- 3.4 If unsolicited information is obtained, then a decision must be made about whether the information is necessary for ministry centre function or activity and if not then the information should be destroyed or deidentified.
- 3.5 People from whom information is collected must be notified that the information is being collected and the purpose for which it is collected. The notification must be at the time of collection or as soon as practical afterwards.
- 3.6 The information collected must only be used for the purpose for which it was collected, otherwise the individuals involved must be notified and consent for use obtained unless the information is required under Australian Law, a court order or for police action.
 - The use of photographs and video of individuals in print or electronic media, particularly of children requires specific permission

- 3.7 Information may be used for direct marketing providing the marketing applies directly to the purpose and mission of the ministry centre. An individual has the right to request removal from direct marketing communication.
- 3.8 If information is to be disclosed outside the Diocese, the ministry centre must ensure that Australian Privacy principles are not breached.
- 3.9 Ministry centres are not to use Government Identifiers (for example Medicare numbers or tax file numbers) as their own identifiers unless authorised by an Australian law or court or tribunal.
- 3.10 Ministry centres will reasonably ensure that private information is accurate, up to date and complete.
- 3.11 Ministry centres will take reasonable steps to ensure that private information is kept securely and protected from misuse. Should a breach of security be discovered, the centre will notify individuals as soon as reasonable following the discovery of the breach.
- 3.12 Ministry centres will allow, on request by the individual, access to the information held about them except where there is a reasonable belief that such access would pose a serious threat to life, health or safety of any individual.
- 3.13 Ministry centres will take reasonable steps to correct information it holds about an individual to make it accurate, up to date and complete following a reasonable request to do so by the individual involved.

4 RESPONSIBILITIES

Compliance, monitoring and review

Compliance and monitoring of this policy within each ministry centre is the responsibility of the person in charge of the ministry centre. Compliance of this policy across the Diocese is the responsibility of the Diocesan Council. Monitoring of policy compliance is the responsibility of the Diocesan Registrar, who is also the Diocesan Privacy Officer.

Reporting

The Registrar is responsible for reporting on policy compliance to the Diocesan Council. No additional reporting is required except for notification of breaches of security to individuals affected.

Records management

Each ministry centre is responsible for its records management. The Information Technology Policy impacts this procedure.

5 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Diocesan Council
Administrator	Diocesan Registrar
Next Review Date	21/08/2024

Approval and Amendment History	Details
Original Approval Authority and Date	Approved by the Diocesan Council 20/02/2019, Amended 21/08/2019

6 APPENDICES

1. Privacy Notice for a (a) parish or (b) ministry centre
2. Privacy Notice for the Diocesan Office
3. Contact Information Form (“Sign-up Sheet”) for church members, newcomers or visitors
4. Personal Information Form – Church Worker

Anglican Parish of [Name of Parish]

PRIVACY STATEMENT

1. The Parish collects personal information, including sensitive information, about people who use its services. The information may be required to allow the Parish to provide pastoral or spiritual care, to meet some of its legal obligations, to provide safe environment for children while they are under its supervision, and to discharge its duty of care.
2. Being part of the Diocese of North West Australia means the Parish shares information for pastoral reasons, as reasonably necessary for the function of the Diocese.
3. Personal information collected from children may be disclosed to their parents or guardians. Parents or guardians may seek access to personal information collected about them and their son/daughter by contacting the Parish. Adults may seek access to information collected about them in the same manner. Should you need to make a complaint about a breach of privacy, please contact the Parish first. If this complaint is not handled within a reasonable time, then the Diocesan Privacy Officer should be contacted.
4. As the Parish is largely reliant upon locally raised funds and local effort for its continuation, information received from those who reside in the Parish or avail themselves of its services may be used to solicit donations and other forms of support. The Parish occasionally uses diocesan personnel to assist in this process, and in the course of this, information is made available to those people. We will not disclose your personal information to third parties for other fundraising purposes without your consent.
5. More detailed information can be found in the Privacy Policy for the Diocese of North West Australia, a copy of which can be found at **www.anglicandnwa.org**. The Diocesan Privacy Officer can be contacted at the Diocesan Office:

Email: **registrar@anglicandnwa.org**

Telephone: (08) 9921 7277

Post: PO Box 2783, Geraldton, 6531

Dr Khim Harris
Diocesan Registrar &
Privacy Officer

[Name of Mission District or Ministry Centre]

PRIVACY STATEMENT

1. This ministry centre collects personal information, including sensitive information, about people who use its services. The information may be required to allow the centre to provide pastoral or spiritual care, to meet some of its legal obligations, to provide safe environment for children while they are under its supervision, and to discharge its duty of care.
2. Being part of the Diocese of North West Australia means the Parish shares information for pastoral reasons, as reasonably necessary for the function of the Diocese.
3. Personal information collected from children may be disclosed to their parents or guardians. Parents or guardians may seek access to personal information collected about them and their son/daughter by contacting the centre. Adults may seek access to information collected about them in the same manner. Should you need to make a complaint about a breach of privacy, please contact the centre first. If this complaint is not handled within a reasonable time, then the Diocesan Privacy Officer should be contacted.
4. As the centre is largely reliant upon locally raised funds and local effort for its continuation, information received from those who reside in the district or avail themselves of its services may be used to solicit donations and other forms of support. The centre occasionally uses diocesan personnel to assist in this process, and in the course of this, information is made available to those people. We will not disclose your personal information to third parties for other fundraising purposes without your consent.
5. More detailed information can be found in the Privacy Policy for the Diocese of North West Australia, a copy of which can be found at **www.anglicandnwa.org**. The Diocesan Privacy Officer can be contacted at the Diocesan Office:

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Post: PO Box 2783, Geraldton, 6531

Dr Khim Harris
Diocesan Registrar &
Privacy Officer



DIOCESAN PRIVACY STATEMENT

1. The Diocese collects personal information, including sensitive information, about members of our parish churches and ministry centres. The primary purpose of collecting this information is to provide administrative support. Information may be required to allow the Diocese to meet some of its legal obligations, to provide a safe environment for children while they are under the supervision of ministry workers (paid and unpaid), in order to discharge their duty of care.
2. If you reside in the Diocese, or otherwise continue to attend services in its churches or any of its activities, this information may also be used to request donations and/or your services as a volunteer from time to time. We will not disclose your personal information to other third parties for other fundraising purposes without your consent.
3. The Diocese from time to time discloses personal and sensitive information to others for administrative purposes. This includes church/centre leaders, medical practitioners and people providing services to school(s), including volunteers.
4. Personal information collected from children may be disclosed to their parents or guardians. Parents or guardians may seek access to personal information collected about them and their son/daughter by contacting the Diocesan Office.
5. Adults may seek access to information collected about them by contacting the Diocesan Office.
6. The Diocesan Privacy Policy can be found at **www.anglicandnwa.org**. Complaints or feedback to the Diocese in relation to its compliance with the Australian Privacy Principles or the *Privacy Act 1988* should be directed to the Diocesan Privacy Officer, who can be contacted at the Diocesan Office:

Email: **registrar@anglicandnwa.org**

Telephone: (08) 9921 7277

Post: PO Box 2783, Geraldton, 6531

In person: 101 Cathedral Avenue, Geraldton

Dr Khim Harris
Diocesan Registrar

[your logo or the diocesan logo]

CONTACT INFORMATION FORM

The information* you supply below will help us to provide a service, stay in touch with you or send you our publications.

First & Second Name	Title	Telephone	Email	Optional Information e.g. your street or PO address, what publications(s) you would like to receive, etc

* Your personal information will be used in accordance with the Commonwealth *Privacy Act 1988*, the Australian Privacy Principles, and the Anglican Diocese of North West Australia Privacy Policy, which is copied overleaf or available at: www.anglicandnwa.org/diocesan-administration/privacy-policy.



PRIVACY POLICY

1. The Diocese collects personal information, including sensitive information about members of our parish churches. The primary purpose of collecting this information is to provide administrative support for the parishes. Information may also be required to allow the Diocese to meet some of its legal obligations, to provide a safe environment for children while they are under the supervision of parish workers (paid and unpaid), in order to discharge their duty of care.
2. If you reside in the Diocese, or otherwise continue to attend services in its churches or any of its activities, this information may also be used to request donations and/or your services as a volunteer from time to time. We will not disclose your personal information to other third parties for other fundraising purposes without your consent.
3. The Diocese from time to time discloses personal and sensitive information to others for administrative purposes. This includes parish leaders, medical practitioners and people providing services to school(s), including volunteers.
4. Personal information collected from children may be disclosed to their parents or guardians. Parents or guardians may seek access to personal information collected about them and their son/daughter by contacting the Diocesan Office.
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6. The Diocesan Privacy Policy can be found at **www.anglicandnwa.org**. Complaints or feedback to the Diocese in relation to its compliance with the Australian Privacy Principles should be directed to the Diocesan Privacy Officer, who can be contacted at the Diocesan Office:

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In person: 101 Cathedral Avenue, Geraldton

Dr Khim Harris
Diocesan Registrar

[your ministry centre logo or the diocesan logo]

CONTACT INFORMATION FORM

The information* you supply below will help us to provide a service, stay in touch with you or send you our publications.

Name	
Title(s)	
Telephone (landline & mobile)	
Email	
Address (street and/or PO Box)	

* Your personal information will be used in accordance with the Commonwealth *Privacy Act 1988*, the Australian Privacy Principles, and the Anglican Diocese of North West Australia Privacy Policy, which is available at:
www.anglicandnwa.org/diocesan-administration/privacy-policy.

[your ministry centre logo or the diocesan logo]

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Name	
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Address (street and/or PO Box)	

* Your personal information will be used in accordance with the Commonwealth *Privacy Act 1988*, the Australian Privacy Principles, and the Anglican Diocese of North West Australia Privacy Policy, which is available at:
www.anglicandnwa.org/diocesan-administration/privacy-policy.

* Your personal information will be used in accordance with the Commonwealth *Privacy Act 1988*, the Australian Privacy Principles, and the Anglican Diocese of North West Australia Privacy Policy, which is available at:
www.anglicandnwa.org/diocesan-administration/privacy-policy.

PERSONAL INFORMATION FORM for all church workers

The information you supply below will help us to maintain accurate records so that we can contact and care for you. NB: Your personal information will be used in accordance with the Commonwealth *Privacy Act 1988*, the Australian Privacy Principles, and the Anglican Diocese of North West Australia Privacy Policy, which is available at: www.anglicandnwa.org.

Title (eg The Reverend, Mr, Mrs, Ms, Dr):

Family Name/Surname:

Christian Name/s:

Preferred Names (complete only if different from Christian names):

Please indicate with an (x)

Male

Female

Date of Birth

Residential Address:

<input type="text"/>	Post Code:
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Postal Address (if different from residential address):

<input type="text"/>	Post Code:
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Tel (h)

Mobile

Email (h)

Driver's Licence:

Yes

No

Number

Expiry date

Marital Status (please indicate):

Married Single Divorced Widowed

Spouse Name and DOB (if applicable):

Names and DOB of Children (if applicable):

Health/diet information (if applicable)

Do you have any special health or dietary needs, e.g. allergies? YES/NO (please circle)
If you have answered 'yes', please provide further information below and/or by attaching any relevant notes.