

St. James' Parish

Privacy Policy

Your privacy is important to us

This statement outlines the Parish's policy on how it uses and manages personal information provided to or collected by it. It does not relate to records collected and held by the Parish schools. The schools have a separate policy statement, which are available on request.

The Parish may from time to time review and update this policy to comply with all relevant legislation and to take account of changes in technology and changes to the Parish's operations and practices.

This Parish is not bound by the Privacy Amendment (Private Sector) Act 2000. However, the Parish respects and values the personal information entrusted to it, and will abide by the spirit and principles of the Privacy legislation.

What kind of personal information does the Parish collect and how does it collect it?

The Parish collects and holds personal information, including sensitive information about:

- Children and their parents and/or guardians. This information may be related to the spiritual and pastoral care of children, including administration of the sacraments. It may also relate to the child's enrolment at the Parish school, after school care facility or sporting association.
- Adults receiving sacraments or pastoral care or acting as witnesses to sacraments.
- Job applicants, staff members, volunteers and contractors.
- Members of religious congregations who are undertaking work in the Parish.
- Fundraising.

Personal information you provide.

The Parish will generally collect personal information held about an individual in one of the following ways:

- forms completed either by the person or by a parent/guardian,
- face to face meetings,
- interviews,
- telephone calls.

Personal information provided by other people.

In some circumstances the Parish may be provided with personal information about an individual from a third party, e.g. a reference about an applicant for a position.

Exception in relation to employee records.

This policy does not apply in relation to the treatment of an employee record, where the information is directly related to a current or former employment relationship between the Parish and the employee. These records are specifically exempt from the application of the Commonwealth Privacy Act.

How will the Parish use the personal information you provide?

The Parish will use personal information you provide for:

- the provision of religious services to its community (the primary purpose), or
- such other secondary purposes as are related to the primary purpose, or
- any other purpose to which you have consented.

Children and their parents and/or guardians.

The Parish's primary purpose of collection of information about children and their parents and/or guardians is to enable it to provide spiritual and pastoral care, including administration of the sacraments, to children of the faithful. Information may also need to be collected if the Parish offers after school care or social/sporting facilities. The purposes for which the Parish uses personal information of children and their parents and/or guardians include:

- Keeping parents and/or guardians informed about matters relating to the child's spiritual life
- Day to day administration
- Seeking donations
- Satisfying the Parish's legal obligations and allowing the Parish to discharge its duty of care.

In some cases where the Parish requests personal information about a child or parent and/or guardian and the information is not obtained, the child may not be able to receive the sacrament or be enrolled in the Parish program for which the information was requested.

Where the Parish is collecting information of this kind, it will issue a copy of its standard collection notice (attachment 1).

Adults.

The Parish's primary purpose of collection is to enable it to provide spiritual and pastoral care, including administration of the sacraments, to adult parishioners. Information is used for purposes similar to those relating to children.

Where the Parish is collecting information of this kind, it will issue a copy of its standard collection notice (attachment 1).

Job applicants, staff members, members of religious congregations, volunteers and contractors.

The primary purpose of collection is to assess the suitability of the person or persons for a particular role in the Parish and, if successful, employ or engage the person or persons concerned.

The purposes for which the Parish uses this information include:

- Administering the person's employment or contract.
- Insurance requirements.
- Satisfying the Parish's legal obligations.

Fundraising.

One specific purpose of collecting information is for raising funds now and into the future. This information is also used for accounting purposes, including complying with taxation requirements.

Where the Parish is collecting information of this kind, it will issue a copy of its standard collection notice (attachment 1).

To whom might the Parish disclose personal information?

Subject to the Privacy Act, the Parish may disclose personal information held about an individual to:

- Another Parish
- The Bishop's Office, Catholic Diocese of Ballarat
- Government departments
- Medical practitioners
- People providing services to the Parish
- Recipients of Parish publications
- Parents and/or guardians
- Anyone you authorise the Parish to disclose information to.

The Parish will not send personal information about an individual outside Australia without:

- Obtaining the consent of the individual (in some cases this consent will be implied), and
- Otherwise complying with the National Privacy Principles.

How does the Parish treat sensitive information?

In the Parish context, sensitive information could mean information relating to a person's parentage, racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record.

Sensitive information will be used and disclosed only for the purposes for which it was provided, or for a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

Parish staff are required to respect the confidentiality of personal information and the privacy of individuals.

The Parish has in place steps to protect the personal information the Parish holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerised records.

Updating personal information

The Parish endeavours to ensure that the personal information it holds is accurate, complete, and up to date. A person may seek to update their personal information held by the Parish by contacting the Parish at any time.

The National Privacy principles require the Parish not to store personal information longer than necessary.

You have the right to check what personal information the Parish holds about you

Under the Commonwealth Privacy Act, and with some exceptions, an individual has the right to obtain access to any personal information that the Parish holds about them, and to advise the Parish of any perceived inaccuracy. Children will generally have access to their personal information through their parents and/or guardians.

To make a request to access any information the Parish holds about you or your child, please contact the parish in writing.

The Parish may require you to verify your identity and specify what information you require. The Parish may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested.

Consent and right of access to the personal information of children

The Parish respects every parent and/or guardian's right to make decisions concerning their children's religious upbringing and care.

Generally, the Parish will refer any requests for consent and notices in relation to personal information of a child to the parent and/or guardian. The Parish will treat consent given by a parent

and/or guardian as consent given on behalf of the child, and notices to parents and/or guardians will act as notices given to the child.

Enquiries

If you would like further information about the way the Parish manages the personal information it holds, please contact the parish.

Attachment 1

Sample Standard Notice for the Collection of Personal Information

The Parish collects personal information, including sensitive information about members of the faithful. The primary purpose of collecting this information is to provide spiritual and pastoral care, including administration of the sacraments. Information may be required to allow the Parish to meet some of its legal obligations, to provide care for children while they are under its supervision, and to discharge its duty of care. If you reside in the Parish or otherwise continue to use its services, the information may also be used to solicit donations and/or request your services as a volunteer from time to time.

The Parish from time to time discloses personal and sensitive information to others for administrative purposes. This includes other Parishes, the Diocese, medical practitioners and people providing services to the Parish school(s), including volunteers.

If we do not obtain the information requested in relation to a particular sacrament, we may not be able to administer that sacrament.

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.

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 from them. It 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 other third parties for other fundraising purposes without your consent.