

St Mary's Anglican Church, Sunbury-

PRIVACY & ACCESS TO RECORDS POLICY

Introduction

This statement outlines St Mary's Anglican Church, Sunbury's policy on how it collects, uses, discloses and manages personal information provided to or collected by us. St Mary's collects information to enable communication with our parishioners and the wider community, to pray, to provide pastoral care, and other Christian services and to inform people of the activities that we undertake, services we conduct and the work that we do.

The Parish Council and staff of St Mary's Anglican Church, Sunbury acknowledge and respect the privacy of individuals. We are committed to protecting the privacy of our parishioners, staff, and the people we assist. We support and endorse the Australian Privacy Principles (APPs) contained in the Commonwealth Privacy Amendment Act 2012 and will comply with these principles whenever information (both personal and sensitive) as defined by the Act is collected by us. This policy is consistent with the recommendations of the Anglican Diocese of Melbourne.

St Mary's Parish Council will annually review this Privacy Policy to take account of new laws and technology and changes to our operations and practices to ensure that the policy remains appropriate.

Definitions

Personal Information

Personal information is information or an opinion (including information or an opinion forming part of a database) whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion.

Sensitive Information

Sensitive information is information or an opinion about an individual that includes an individual's racial or ethnic origin, health information, political opinions, membership of a political association, professional or trade association or trade union, religious beliefs or affiliations, philosophical beliefs, sexual orientation or practices.

For complete definitions please refer to Office of the Australian Information Commissioner (www.oaic.gov.au)

Principles

The following principles are based on The Australian Privacy Principles (APP) (refer to www.oaic.gov.au)

- We will only collect personal information from you with your prior knowledge and consent;
- We will only use personal information provided by you for the purposes for which it was collected;
- We will not disclose your personal information to a third party without your consent;
- We will not disclose your personal information to other institutions and authorities except if required by law (for example, confessions of sexual abuse);
- We will remove personal information from our records when it is no longer required (except where archiving is required eg records of Baptism, Marriage, Confirmation, funerals);
- We have processes to protect the personal information that we have under our control from unauthorised access, improper use or alteration.

Information St Mary's Collects

The sort of information we may collect includes:

- Name and Address
- Phone numbers and email addresses
- Family member details
- Records of baptisms, confirmations, weddings, funerals
- Your involvement in ministries (including Working with Children card number and expiry date, and Police Name check number and date if your ministry area involves contact with children)
- Attendance Records
- Communications you have with us (e.g. letters, prayer requests)
- Records of visits, phone calls and notes in regard to pastoral matters
- Information you provide in surveys, registration forms, conversations, emails etc

We endeavour to keep personal information up to date and accurate. We will also endeavour to protect your personal information from misuse, loss or unauthorised access, modification or disclosure.

How we use your Information

We only use your personal, including sensitive information for the reason we collect it as set out above and for the purpose(s) for which it was collected, or as otherwise permitted by law. We will not disclose the above information that we collect to affiliates or third parties without your consent.

Access to Records

St Mary's takes steps to ensure the security of personal and sensitive information we hold and to protect it against loss, misuse or unauthorised access, destruction, use, modification or disclosure. Our IT systems are password protected and comply with applicable security standards. Only authorised personnel are permitted to access these details. St Mary's staff are required to respect the confidentiality of personal information and the privacy of individuals.

It is our practice to permanently de-identify personal information where reasonable and possible; and destroy personal information once there is no longer a legal, archival or business need for us to retain it.

St Mary's Website

When you visit St Mary's web site, our Internet Service Provider may make a record of your visit and may log the following information for statistical purposes:

- your server address (which includes your top level domain name – e.g .com, .gov, org);
- the date and time of your visit to the site;
- the pages you accessed and documents downloaded;
- the previous site you have visited;
- the type of browser you are using.

Access to information collected

St Mary's will not make an attempt to identify users or their browsing activities. However, in the unlikely event of an investigation, a law enforcement agency or other government agency may exercise its legal authority to inspect our Internet Service Provider's logs.

Use of information collected

We may only record your e-mail address if you send us a message. Your e-mail address will only be used for the purpose for which you have provided it and it will not be added to a mailing list or used for any other purpose without your consent.

Website Security

We strive to ensure the security, integrity, and privacy of personal information submitted to our site, and we review and update our security measures in light of current technologies. Unfortunately, no data transmission over the Internet can be guaranteed to be totally secure.

Do we use cookies?

Yes. Cookies are small files that a site or its service provider transfers to your computers hard drive through your Web browser (if you allow) that enables the sites or service providers systems to recognize your browser and capture and remember certain information. We use cookies to compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future. We may contract with third-party service providers to assist us in better understanding our site visitors. These service providers are not permitted to use the information collected on our behalf except to help us conduct and improve our business.

Collection Notices

St Mary's Personal Information Collection Notice (Appendix 1) appears on the church's website

St Mary's Prospective Employee/Volunteer Collection Notice (Appendix 2) will be sent out to applicants on receipt of their application for employment.

Complaints

If you are concerned about how St Mary's has collected or managed your personal information please contact the St Mary's office.

Contact this office

If you would like further information about the way St Mary's manages personal information it holds or you would like access to your personal information held by St Mary's please contact our Church administrator at:

admin@stmarysanglican.org.au .

Or you can write to us at:
St Mary's Anglican Church,
PO Box 2049,
Sunbury, 3429

Vicar St Mary's Parish

On behalf of Wardens

On behalf of Parish Council

Appendix 1 – Collection Notice

Personal Information Collection Notice

A requirement of the Australian Privacy Act

St Mary's Anglican Church, Sunbury, St Mary's collects information to enable communication with our parishioners and the wider community, to pray, to provide pastoral care, and other Christian services and to inform people of the activities that we undertake, services we conduct and the work that we do.

If you wish to contact St Mary's regarding personal information we hold, or to complain about any instances where St Mary's may have been deemed to infringe any of the Australian Privacy Principles, a complaint should be lodged with the church Administrator:

admin@stmarysanglican.org.au or write to St Mary's Anglican Church, PO Box 2049, Sunbury, 3429

Appendix 2 – Prospective Employee Collection Notice

Prospective Employee/Volunteer Collection Notice

A requirement of the Australian Privacy Act

- In applying for a position at St Mary's Anglican Church you will be providing us with a range of personal information. Your personal information, for example, your name and address or information contained in your resume will be collected in order to assess your application.
- If you are not engaged by St Mary's, then this information will not be stored for more than six months.
- We will not disclose this information to a third party without your consent.
- Where you have provided us with the name and address of referees in connection with your application, you should inform them that you have done so and the reason for it. You should also inform them that the information is to be used solely in connection with your application for employment or engagement.
- Your nominated referees may be contacted by St Mary's.