



**St Philip's Anglican Church
O'Connor**

PRIVACY POLICY

Commitment

St Philip's Church O'Connor (Parish) is committed to protecting the privacy of parishioners, volunteers, and visitors. This policy outlines how we collect, use, store, and disclose personal and sensitive information in accordance with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles.

By visiting our website, using participating in ministry activities or otherwise providing us with your personal information (or authorising it to be provided by someone else) you agree to your personal information being managed as set out in this Privacy Policy.

Scope

This Privacy Policy outlines how we deal with your personal information.

Definitions

Term	Definition
Personal Information	Information or an opinion about an identified individual or an individual who is reasonably identifiable but does not include employment records.
Ministry activities, events, forms and communications.	Includes, Pandora's business and administrative activities and Youth Groups (as formed from time to time),
Sensitive Information	Includes personal information about your health, race or ethnic origin, political opinion, religious beliefs, family members or criminal history.

POLICY

This policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

Personal Information

The Parish only collects personal information that is necessary for the proper administration of the Diocese and for the conduct of its business.

The Parish collects a wide range of personal information such as name, date of birth, phone number, residential and postal address, email addresses, parental/carer contact details in relation to children and youth; and photos and videos of Parishioners involved in church activities.

This information may be in various forms; electronic, photographic, motion images, hardcopy and print media.

Sensitive Information

Some personal information that we collect may also be sensitive information. The most common forms of sensitive information we collect are:

- Religious beliefs: your assent to a statement of faith, broader involvement in ministry activities and related information for the purpose of determining your eligibility for election or appointment to a position within the church, professional standards and related purposes.
- Health Information: including information on illness, injury and treatment and related information for the purpose of our ministry activities and for meeting our obligations under WHS law, workers' compensation, and related purposes.
- Criminal history: including charges, convictions, matters pending before court, related information for the purpose of meeting our safeguarding and risk assessment obligations.

Collection of Information

We may collect your personal information in various ways, including in conversation with you, via telephone and in writing (including by email, or other electronic means).

Collection of Sensitive Information

We will only collect sensitive information about you with your consent or your carer's consent unless;

- we are otherwise required or permitted by law to collect that information, or
- the information relates to religious belief and your activities as a member of the Anglican Church or your regular contact with us in connection with faith-based activities

If you provide us with sensitive information about yourself or persons in your care we will treat this as collection of such information with your consent.

Collection of information by websites

The Parish website may direct users to other sites beyond the control of St Philip's. These sites may collect data or solicit personal information.

Unsolicited personal information

If we receive personal information about you that we have not requested, we will generally, unless otherwise required or permitted by law, delete or destroy it as soon as is practicable after receiving it. If you provide us with unsolicited personal information about yourself, we may retain this information if it is necessary for administrative purposes or required by law and / or we do so with your consent.

Collection of personal information required or permitted by law

In certain circumstances we may be required or permitted by law to collect personal information about you. For example, if you are being married in our church we may need to collect your name, gender, residential address, date of birth and other related information to comply with our legal obligations.

You do not have to provide us with your personal information but if you do not provide us with the personal information that we need, we may not be able to provide services or assistance to you.

Anonymous or pseudonymous contacts

We collect personal information for particular purposes that do not generally lend themselves to anonymous or pseudonymous contacts, but you are welcome to bring to our attention any issues or concerns you have with being identified and we will make reasonable efforts to address any concerns on a case-by-case basis

Security

We regard the security of your personal information as a priority and take reasonable steps to protect your personal information from misuse, interference and loss, as well as unauthorised access, modification or disclosure, and we use a number of physical, administrative, personnel and technical measures to protect your personal information. These measures include:

- Security procedures for access to work areas
- Security procedures within our offices (including locked cabinets and file rooms)
- IT security procedures including password protection, drive access restrictions, firewalls, intrusion detection and site monitoring
- A requirement for staff to maintain confidentiality as appropriate as outlined in workplace policies and employment contracts
- Service contracts including confidentiality agreements with service providers.

Retention and Destruction

We hold your personal information while ever we have need for it or until statutory timelines for retention are passed. This Privacy Policy applies to personal information archived by us because we believe it may be required in the future.

We securely destroy your personal information collected by us once we no longer need it or where statutory timeframes for retention are passed.

We take reasonable steps to destroy or de-identify personal information that is no longer needed and do not dispose of personal information by general waste disposal methods.

Purpose of collecting personal information

St Philip's only collects, holds and uses your personal information for the purposes for which it was provided, related purposes that we consider to be within your reasonable expectations or as required or permitted by law. These purposes include:

- For the proper administration of the Ministry Unit and the conduct of business, such as through:
 - Contacting you regarding matters that you may have an interest in, such as parish activities
 - Seeking your views on a social/moral issue to assist in shaping reports/submissions to Government and others
 - Assessing your suitability for nomination, election or appointment to a council or committee
 - Convening meetings of councils and committees
 - Recruiting of employees, volunteers and contractors
 - Processing authorised payments to and from you
 - Conducting background checks required for working with children or other vulnerable people
 - Undertaking risk assessments and investigations in response to potential breaches of professional standards
 - Providing you with services that have been requested, and
 - Any other uses identified at the time of collecting your personal information.

Disclosure

Any personal information provided to us may be disclosed, if we consider it appropriate, to other entities of the Anglican Diocese of Canberra & Goulburn, including:

- Professional Standards Unit
- Anglican Church Property Trust Diocese of Canberra & Goulburn
- Anglican Investment and Development Fund
- Anglican Diocesan Services

We will not disclose your personal information to an entity of the Diocese for the purpose of that entity soliciting donations from you.

We may also disclose your personal information, including sensitive information, to government bodies, regulators, law enforcement agencies and any other parties where required or permitted by law.

St Philip's may disclose your personal information to third party service providers, agents or contractors from time to time to help us provide our services. If we do this, we shall require those parties to protect your personal information in the same way we do.

We may also disclose your personal information to any other entities identified to you at the time of collecting your personal information or which you subsequently request or consent to us providing with your personal information.

For the purposes of child protection information may be share to other organisations to ensure the welfare and safety of children within the Ministry Unit's care. Information exchange provisions under Chapter 16A of the Children and Young Persons (Care and Protection) Act 1998 allows for the flow of information between government agencies and non-government organisations to facilitate collaboration in the provision of services to vulnerable children and their families.

Disclosure to overseas recipients

In general the Parish does not disclose personal information to overseas recipients, although there may be some specific exceptions to this, for example organising for a delegation to attend a conference overseas. On such occasions we will seek your consent to disclose your personal information and will outline to you who it will be disclosed to and how it will be used by them.

The Parish may use online or 'cloud' service providers to store personal information and to provide services that involve the use of personal information, such as services relating to email, instant messaging and electronic meetings. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their Policy Privacy. This personal information may be stored in the 'cloud' which means that it may reside on a cloud service provider's server which may be situated outside Australia.

The Parish uses Microsoft Office 365 (Office 365) for a range of services including email and data storage, and stores and processes limited personal information for this purpose. personnel and its service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering Office 365 and ensuring its proper use.

Access to Your Personal Information

You can ask to see the personal information we hold about you, unless legal restrictions apply. If any restrictions apply, we'll let you know when you make your request.

If you want to access or update your personal information, please contact the Rector using the details below.

We usually don't charge for access requests, but we may charge a reasonable fee if:

- it takes a long time to gather and prepare the information, or
- you want copies printed or photocopied.

We'll tell you about any fees before we start.

Keeping Your Information Accurate

We take steps to make sure your personal information is correct and up to date, but we also rely on you to tell us about any changes.

If your details change or you think something is wrong, you can:

- update your information directly (where possible), or
- contact the Rector below.

If we can't make the changes you request, we'll explain why in writing. You can then give us a statement about the correction, and we'll attach it to your record.

Complaint Handling

If you wish to make a complaint about a breach of our Privacy Policy or the Australian Privacy Principles, please contact the Rector using the details below.

You will need to provide us with sufficient details regarding your complaint for us to conduct an investigation, together with any supporting evidence.

We will investigate your complaint and determine the steps that we will undertake to resolve it. We will contact you if we require any additional information from you and will notify you in writing of the outcome of the investigation within 30 days of the date your complaint is made or the date that you provided us with any additional information.

If you are not satisfied with our decision on your complaint then you can contact us to discuss it further or raise your concerns directly with the Australian Privacy Commissioner via www.oaic.gov.au

Changes to This Policy

This policy may change from time to time and is available on the St Philips O'Connor website.

Annual Review

We will review this Policy **annually** and note any changes in the Change Register.

Responsibilities

Who	Responsibilities
Our People	<ul style="list-style-type: none">• Maintain confidentiality
Rector and Parish Council	<ul style="list-style-type: none">• Ensure appropriate information is collected• Store information for business purposes and destroy when no longer required• Maintain compliance with legislation and regulations
Parish Council	Policy owner <ul style="list-style-type: none">• Approve the policy• Ensure the policy is implemented• Review this document every year.

Contact

Rector

St Philips O'Connor,
Macpherson Street, O'Connor ACT 2602
PO Box 6022, O'Connor ACT 2602
Phone: 0478 619 911
Email: rector@stphilipsoconnor.org.au

Related Documents

- Website Privacy Policy
- Parish Counsel Privacy Procedures, including Data Breach Response Plan.

Relevant Legislation/Guidelines

- Privacy Act 1988
- National Privacy Principles 2014
- Children and Young Persons (Care and Protection) Act 1998
- Health Records and Information Privacy Act 2002
- Child Protection (Working with Children) Act 2012
- Child Protection (Working with Children) Regulation 2013
- Privacy and Personal Information Protection Act 1998 (NSW)
- Information Privacy Act 2014

Change History

Amendment/Revision	Date	Comments	Requested by
This version	14 October 2024	Major review to align with updated ADS privacy policy	Rector