

Privacy Policy

Policy Number: P-013
Approved by: Parish Council on 21 May 2018
Review due: 1 May 2020

Aim and Purpose of the Privacy Policy

St Mark's Anglican Church in Emerald, Victoria recognises the importance of protecting the privacy and the rights of individuals in relation to their personal information. This document is St Mark's privacy policy and it sets out how St Mark's collects and manages personal information.

St Mark's respects an individual's right to privacy under the *Privacy Act 1988 (Cwth)* (the Act) and aims to comply with all of the Act's requirements in regard to the collection, management and disclosure of personal information.

St Mark's is committed to protecting the privacy of individuals with whom it comes in contact. St Mark's will only collect personal information that is reasonably necessary to carry out its normal activities and such information will only be used as necessary to carry out those activities.

St Mark's recognises the need to exercise particular care in the handling of personal information concerning children.

The purposes of this policy are to explain:

1. What is personal information;
2. What personal information St Mark's collects and holds;
3. How and from whom personal information is collected by St Mark's;
4. How personal information is used and disclosed by St Mark's;
5. How personal information is protected and secured by St Mark's;
6. How an individual can access their personal information and the process by which changes to it can be made.

What is personal information?

When used in this privacy policy, the term "personal information" has the meaning given to it in the Act. In general terms it is any information that can be used to personally identify an individual. This may include an individual's name, address, telephone number, email address and date of birth. If the information collected by St Mark's personally identifies an individual, or that individual is reasonably identifiable from it, the information will be considered to be personal information.

What personal information does St Mark's collect and hold?

St Mark's may collect the following types of personal information:

- Name;
- Mailing or street address;
- Email address;
- Telephone number;
- Age or birth date;
- Marital status;
- Occupation or profession;
- Information about health;
- Bank account or credit card details;
- Details of any court orders relating to children;
- Information about family or guardian relationships;
- Pastoral care information;
- Information relating to Working with Children and Police Checks;
- Information relating to a child protection concern or complaint.

How and from whom is personal information collected?

Personal information is generally collected directly from the individual. Personal information concerning children may be collected directly from children, church workers or church volunteers (as defined in the *Professional Standards Uniform Act 2016*) and parents or guardians. In some circumstances St Mark's may obtain personal information from third parties such as government entities or law enforcement agencies.

St Mark's may collect personal information in ways including:

- During conversations with an individual, including telephone conversations;
- From emails;
- When an individual completes a form;
- Through access to and use of St Mark's website, Facebook page or its church management software, Elvanto.

St Mark's will take reasonable steps to ensure that personal information collected is accurate, up-to-date and complete and relevant to the functions it performs.

Generally, St Mark's will update its personal information about congregational members when it compiles the St Mark's Electoral Roll.

How is personal information used and disclosed?

Personal information is used by St Mark's in its daily activities including, but not restricted to, pastoral care, worship services, outreach programs and in the provision of activities associated with St Mark's (e.g. general ministry, youth groups, children's groups, Bible studies, one off activities).

Personal information may be disclosed to those not normally involved in St Mark's (e.g. external facilitators for a camp) where such information is necessary to be disclosed for the safe conduct of the activity. The personal information that is passed on is only provided to the external party for the purpose it was intended.

Personal information to be included in the St Mark's directory will require parishioners to give permission for the material to be published.

Personal information published on the St Mark's website or Facebook page, will, when reasonably practicable, only contain Christian names unless permission is given.

Personal information published about children which is accessible by those not from St Mark's, will, except where necessary, not identify the child.

Personal information relating to any child protection concern or complaint will be dealt with in accordance with the privacy and confidentiality guidelines contained in the Code of Conduct for Child Safety published by the Anglican Diocese of Melbourne.

Photographs and video of individual's (including children) taken by St Mark's staff or volunteers where the individual's identity is clear will only be taken or published with the consent of the individual or the child's parent or guardian. In the case of a child, the consent of the child's parent or guardian must be on the form contained in the Parish Duty of Care Handbook published by the Diocese or a form substantially to like effect.

It is not the usual practice of St Mark's to disclose personal information to overseas recipients.

Health information and other sensitive information

St Mark's may collect sensitive information about an individual's health when activities require such information to be known so that the activity can be run in the safest possible manner. Such information is then subject to the provisions of this policy.

How personal information is protected, secured and deleted

St Mark's will take reasonable steps to protect and store personal information securely. St Mark's will keep confidential data locked or password protected or encrypted and will

endeavour to ensure that the data can only be accessed by those with authority to view it.

If St Mark's experiences a data breach in which:

- There is unauthorised access, unauthorised disclosure or loss of personal information; and
- The data breach is likely to result in serious harm to one or more individuals affected

St Mark's will comply, as far as it is legally required to do so, with the requirements of the Act relating to notifiable data breaches.

St Mark's will ensure personal data is destroyed securely when access to the data is no longer required.

Openness

On request to the Vicar by an individual, St Mark's will take reasonable steps to let an individual know, generally, what sort of personal information it holds about that person, for what purposes, and how it collects, holds, uses and discloses such information.

Access and Correction

Upon request the Vicar will provide individuals with access to the personal information held about them. However, personal information will not be disclosed if there are compelling reasons for not disclosing that information as outlined in the Act, any relevant policy of the Anglican Diocese of Melbourne or if the matter is subject to, or may be subject to, an informal or formal complaint as outlined in the Professional Standards Uniform Act 2016. The Vicar may consult the Director of Professional Standards for the Anglican Diocese of Melbourne regarding any request for access to personal information kept by St Mark's.

At the request of an individual St Mark's will amend any personal information about that individual unless it is considered that there is a sound reason not to make an amendment. If a requested amendment cannot be made the individual may make a statement about the requested amendment and, in most cases, this will be attached to the individual's record of personal information.

Complaints

If an individual is unhappy with the way St Mark's has handled their personal information or is concerned that St Mark's has breached the Act, the individual may write to the Vicar at St Mark's and lodge a complaint. A complaint will be responded to within 30 days.