

ANGLICAN DIOCESE OF ROCKHAMPTON

PRIVACY POLICY

Privacy Policy

The Corporation of the Synod of the Diocese of Rockhampton (“**Anglican Church Central Queensland**” or **ACCQ**) is committed to protecting your privacy in accordance with the *Privacy Act 1988* and the Australian Privacy Principles established under that Act. More information on privacy is available on the Office of the Australian Information Commissioner’s website at www.oaic.gov.au.

This Privacy Policy expresses how ACCQ collects, uses, discloses and stores personal information.

What is personal information?

Personal information is information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- (a) whether the information or opinion is true or not; and
- (b) whether the information or opinion is recorded in a material form or not.

Personal information also includes:

Sensitive information which is information about a person’s:

- racial or ethnic origin
- political opinions
- religious beliefs or affiliations
- philosophical beliefs
- membership of a political, professional, or trade association or trade union
- sexual preferences or practices
- criminal record
- health information
- genetic information.

Health information which is personal information about:

- a person’s physical or mental health or of a disability of that person
- a person’s expressed wishes about the future provision of health services
- a health service provided or to be provided to a person
- other personal information collected to provide a person with a health service.

The policy of ACCQ is to collect, use or disclose personal information in accordance with its obligations under the *Privacy Act* and this Privacy Policy.

Why we collect personal information

Personal information is used for the proper administration of ACCQ including:

- membership of Boards, Synod and Parish Councils
- roll of Parishioners and identification of Electors at Parishes
- assessing ordination applicants, licensing clergy and lay people for ministry
- administering professional standards including Safe Ministry documentation
- administering bequests and gifts
- the renting or licensing of ACCQ owned properties
- incorporation in ACCQ's Year Book
- the distribution of news and newsletter communications.

Without the relevant personal information, a person may not be able to actively participate in the ministry of ACCQ.

ACCQ also collects personal information so that:

- residents may be accommodated in residential aged care facilities
- it can comply with legislative requirements and its contractual obligations with governments and their agencies.

Without relevant personal information about a person, ACCQ may not be able to provide these services.

What sort of information do we collect?

ACCQ collects a range of personal information about individuals including names, contact details, next of kin, employment history, education/background, health information, tax file numbers and other government identifiers (such as Medicare, Driver's Licences, Centrelink and Department of Veteran affairs numbers) and other information about suitability for duties.

Direct Marketing

ACCQ does not use or disclose personal information for the purpose of external direct marketing.

How information is collected

Where possible, ACCQ collects personal information directly from each individual (or their legal substitute decision maker or immediate family). Personal information is collected through various means including interviews, appointments, forms and questionnaires.

In some situations, personal information is obtained from a third party. In such cases ACCQ will take reasonable steps to ensure that the individual concerned has been made aware of our identity and how to contact us, the fact that they are able to gain access to their information, the purpose for which the information has been collected and the

consequences if the information is not provided. An example of collection in this way may be from a referee.

Use and Disclosure

ACCQ will only use personal information for the purpose(s) indicated at the time of collection.

ACCQ may also disclose a person's personal information to other external organisations as required by law including:

- Emergency services and statutory bodies such as Queensland Police Service and the Queensland Department of Communities, Child Safety and Disability Service to ensure the safety and wellbeing of those we serve.

Anonymity

Where lawful and practicable in a person's dealings with ACCQ, ACCQ will provide opportunity for anonymity or the use of a pseudonym. Some people making donations, for instance, may wish anonymity and there may be other relevant reasons.

Keeping personal information up-to-date

ACCQ takes all reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up-to-date. Please contact the relevant part of ACCQ to seek to correct inaccurate, incomplete or out-of-date personal information which ACCQ may hold about you.

Access to personal information

A person may access personal information that ACCQ holds about them, subject to any applicable exceptions under the *Privacy Act* which include:

- providing access would be unlawful
- it poses a serious threat to their life or health
- it would have an unreasonable impact upon the privacy of another person
- the request is frivolous or vexatious
- it relates to existing or anticipated legal proceedings between ACCQ and the person (and the information would not otherwise be discoverable in those proceedings)
- giving access would likely prejudice the taking of appropriate action in relation to suspected unlawful activity or serious misconduct
- giving access would be likely to prejudice an enforcement related activity conducted by an enforcement body.

Please contact the relevant part of ACCQ or the contact details listed below if you wish to access your personal information.

Security of personal information

ACCQ takes all reasonable steps to protect collected and stored personal information from loss, misuse and from unauthorised access, modification or disclosure.

Our protection of personal information includes

- Limiting physical or electronic access to record storage to authorised persons only
- A consent process to limit the disclosure of personal information
- Entering into confidentiality agreements with employees, contractors and third party organisations.

Organisations that may have access to personal information

- Having in place business continuity and recovery plans
- Maintaining technology security products
- Destroying or de-identifying personal information when it is no longer required by law or our record retention policies.

Information may be held electronically or in hard copy by ACCQ.

Overseas Disclosure

ACCQ does not disclose personal information about an individual overseas except in circumstance where we may use “cloud” based computing or external Data hosting services. ACCQ will not disclose personal information unless the overseas recipient is subject to arrangements substantially similar to the way in which the Australian Privacy Principles protect personal information and there are mechanisms accessible by the individual concerned to enforce protection of the law. Alternatively, ACCQ will take reasonable steps to gain consent from the individuals concerned.

Privacy Complaints

Any person who believes that ACCQ has not protected their personal information in accordance with this Privacy Policy or the *Privacy Act*, can lodge a complaint with the Office of the Registrar of ACCQ by writing to:

The Registrar

Anglican Church Central Queensland

PO Box 710

Rockhampton, Qld 4700

ACCQ will respond in writing within 30 days of receiving such a complaint.

If resolution has not been obtained to the satisfaction of the person making the complaint, they have the option of referring the matter to the Australian Information Commissioner as follows:

- Telephoning: 1300 363 992
- Emailing: enquiries@oaic.gov.au
- Writing to :

Office of the Australian Information Commissioner
GPO Box 5218
Sydney NSW 2001

Changes to this policy

ACCQ reserves the right to review, amend or update this policy at any time in accordance with its Policy on Policies or changes in relevant legislation.