

ADELAIDE CATHOLIC CATHEDRAL PARISH – PRIVACY POLICY

Introduction

The Adelaide Cathedral Parish (hereafter known as “the Parish”) as part of the Catholic Church, conducts a range of activities in order to fulfil its mission of proclaiming the good news of Jesus Christ. In conducting those activities the Parish may, from time to time, collect personal information. The information is collected to enable the Parish to minister to the faithful and to fulfil its canonical and civil law obligations under the Code of Canon Law and under the Civil Law (both Commonwealth and State).

The Parish is bound by the 2001 amendments to the Privacy Act 1998 (Cth) (Act), which include the National Privacy Principles. The Parish respects the rights of individuals to keep their personal information private and to ensure that it is accurate. This policy describes ways in which the Parish gathers, stores, disseminates and disposes of personal information.

Application

This policy applies to:

- Members of the Catholic Church
- Volunteers, contractors and prospective employees of the Parish.
- Members of the general public
- Any other parties to whom the Act applies

This policy and the provisions of the Act do not apply to records or information held or collected on behalf of or relating to existing or former employees of the Parish, priests or Religious. This policy does not apply to personal information collected prior to 21 December 2001.

This policy applies where personal information is collected and/or used by the Parish. 'Personal information' means information or an opinion, whether true or not, and whether or not recorded in material form, about an individual whose identity is apparent, or can be reasonably ascertained, from the information or opinion.

In addition to personal information, the Act also regulates the collection of sensitive information, including personal information about racial or ethnic origin, religion, criminal record, sexuality and union activities. Sensitive information is also health information about an individual.

Purpose of Collection of Personal Information

The Parish may, from time to time, collect personal information for many purposes, including:

- to minister to the faithful and to provide pastoral care
- to provide administrative support to other Catholic Church agencies
- for fundraising activities
- to assess the employment applications of prospective employees
- for other purposes that may arise from time to time

Collection of Personal Information

The Parish may collect, from time to time, personal information in various ways, including:

- You providing personal information about yourself and/or a member of your family to the Parish, or a Catholic school, welfare or other agency
- You providing the Parish with your personal information and various documentation relating to possible employment with the Parish
- Other methods that may arise from time to time.

The Parish will endeavour to collect your personal information directly from you. Where this is not possible, your consent will be sought prior to collecting your personal information from a third party. If your consent cannot be obtained, the Parish will have regard to the requirements and exemptions of the Act before making such a collection

In the case of children, personal information will ordinarily be collected from their parents or guardians, unless specific and/or unusual circumstances require that the collection be made directly from the relevant child.

For prospective employees, the Parish may collect personal information by speaking with referees. The Parish may contact applicants' previous employers who have not been nominated as referees. Should this be the case, applicants will be advised prior to such contact being made.

Information Held

The personal or sensitive information that the Parish holds about you may include the following:

- Personal contact details
- Sacramental records
- Financial Records of Planned Giving or other donations (including Credit Card Details)
- Information relating to your application for employment
- Any health information required by law
- Any personal information about you that will enable the Parish to satisfy its duty of care to other individuals with whom you may come into contact in the course of your involvement with the Catholic Church
- Information relating to pastoral care needs
- Information relating to a child's enrolment at a Catholic school
- Any other information about you that may be relevant to the contact that you have with the Parish

How Your Personal Information is Used and Disclose

Your personal information will be used for the purpose for which it was collected or for a related secondary purpose. If the personal information is also sensitive information then it will be used for the purpose for which it was collected or a directly related secondary purpose. Your personal information may also be used for another purpose where:

- We have your consent
- You would reasonably expect that to occur
- The Parish is legally required to do so

Your personal information will generally be used to attend to any pastoral care, ministry, educational or welfare needs that you may have. If you are a prospective employee, your personal information will be used to assess your suitability for the position for which you have applied. Your personal

information may also be used to assess your suitability for a position for which you have not applied, but to which the Parish believes you may be suited. Should this be the case, the Parish will seek your consent before considering you for such a position. Other related secondary purposes are:

- to minister to the faithful and to provide pastoral care
- to fulfil educational needs and expectations in Catholic schools
- to provide welfare and support
- for fundraising activities
- to assess the employment applications of prospective employees
- for other purposes that may arise from time to time

The Parish may distribute aggregated statistical information to the Vatican and other Catholic Church agencies for reporting purposes. In most cases, this information will not contain any features that will identify individuals.

The Parish is a large entity. Information may be shared over the whole range of Parish bodies.

In some limited circumstances, contractors to the Parish may have access to your personal information. In most cases, confidentiality agreements are in place with these contractors so that personal information which they may come into contact with in the course of their work with the Parish is protected.

Storage of Information

The Parish takes reasonable steps to protect and secure personal information from unauthorised access, loss, misuse, disclosure or alteration. These steps include restricted access to Parish offices and other areas where personal information is stored, and in computer files that can be accessed only by authorised individuals using login names and secret passwords.

Personal information will be stored by the Parish for as long as the Parish deems necessary.

Accessing your Information

You may request access to personal information that is held about you. Access to your personal information must be provided to you, except in specific circumstances as identified by the Act. The Parish is entitled to impose a reasonable charge on you for providing you with the personal information, particularly where photocopying is necessary.

To access your personal information, you must make a written request to:

Assistant Administrator
Adelaide Cathedral parish
PO Box 1364
Adelaide SA 5001
Email: adelcathparish@internode.on.net

Accuracy of Information

The parish will take all reasonable steps to ensure the accuracy of your personal information. However, it is your responsibility to ensure that your personal information is kept up to date. If you wish to change or modify your personal information, you should make a written request to the Business Manager. Your written request should set out the changes that you wish to be made.

Consequences of Not Providing Personal Information

Subject to certain exceptions, the Parish cannot collect your personal or sensitive information without your consent. If you withhold your consent, however, the Parish may be limited in its ability to:

- Attend to your welfare needs
- Attend to your child's educational needs
- Attend to any pastoral care or other ministry needs that you may have
- Offer you employment
- Deal with any inquiries, difficulties or concerns that you may have

Questions and Complaints

If you have any queries about this policy or wish to make a complaint about the manner in which the Parish or one of its agencies or organisations has handled your personal information, in the first instance please contact:

Assistant Administrator
Adelaide Cathedral Parish
PO Box 1364
Adelaide SA 5000
Email: adelcathparish@internode.on.net

If the complaint is not resolved to your satisfaction, you may then wish to make a complaint to the Office of the Federal Privacy Commissioner, who is responsible for the enforcement of the Act.

The Office of the Privacy Commissioner's contact details are:

Office of the Privacy Commissioner
GPO Box 5218
SYDNEY NSW 2000
Telephone: 1300 363 992
Facsimile: (02) 9284 9666
Email: privacy@privacy.gov.au