



MASTER PRIVACY POLICY

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Policy Statement

The Synod of the Diocese of the Northern Territory Inc. is committed to creating and maintaining a safe environment. This means that Diocesan parishes, ministries and entities should be person-valuing, harm-free and respectful environments for ministry to God's glory. The Anglican Diocese of the Northern Territory is bound by the *Privacy Act 1988* (Cth) (the **Privacy Act**) and is committed to protecting each individual's personal information in accordance with best practice.

Preamble

The Privacy Act contains Australian Privacy Principles which specify how organisations should handle personal information that entities must comply with if they fall within the parameters as set by the privacy act. As a small operation with an annual turnover of less than \$3 million dollars and not a health service provider or an APP entity, the Diocese does not have to adhere to all the Principles, but is committed to protecting each individual's personal information in accordance with best practice.

Scope

The Privacy Policy applies to all parishes, ministries and entities associated with the Anglican Diocese of the Northern Territory other than separately incorporated bodies. Any entity whose turnover exceeds \$3 million, is an health care service provider or is an APP entity must advise the Diocese and establish its own privacy policy fulfilling the requirements of the Australian Privacy Principles.

Guiding Principles

The Diocese collects and holds personal information, including sensitive information about:

- children and their parents and/or guardians for the purpose of their spiritual and pastoral care;
- adults receiving spiritual and pastoral care;
- job applicants, workers (church workers, officers, employees & volunteers) and contractors;
- members of congregations who are undertaking work in the Diocese; and
- fundraising.

Personal information you provide

The Diocese will generally collect personal information held about an individual through its Office or by workers at one any of its churches. Information will usually be obtained in one of the following ways:

- forms completed either by the person, or by a parent/guardian;



- face to face meetings;
- interviews; and
- telephone calls, or via electronic means (e.g. email).

Personal information provided by other people

In some circumstances the Diocese may be provided with personal information about an individual from a third party, e.g. a reference about an applicant for a job.

Exception in relation to employee records

This policy does not apply in relation to the treatment of an employee, where the information is directly related to a current or former employment relationship between the Diocese and the employee. These records are specifically exempt from the application of the Commonwealth Privacy Act.

How will the Diocese use the personal information you provide?

The Diocese will use personal information you provide for:

- the provision of Christian ministry to its community; or
- such other secondary purposes as are related to the primary purpose; or
- any other purpose to which you have consented.

The Diocese's primary purpose of collection is to enable it to provide spiritual and pastoral care to parishioners – whether they be adults, young people or children.

The Diocese's primary purpose of collection of information about children and their parents and/or guardians is to enable it to provide spiritual and pastoral care. Information may also need to be collected if the Diocese offers play groups or other programs. The purposes for which the Diocese uses personal information of children and their parents and/or guardians include:

- keeping parents and/or guardians informed about matters relating to the child's spiritual life;
- day to day administration of its groups and programs (e.g. Sunday School; Youth group);
- seeking donations for its activities; and
- satisfying the Diocese's legal obligations and enabling the discharge of its duty of care.

In some cases where the Diocese requests personal information about a child or parent and/or guardian and the information is not obtained, the child may not be able to be enrolled in the Diocesan program for which the information was requested.

Job applicants, paid workers, contractors, volunteers and members of congregations

The primary purpose of collection is to assess the suitability of the person or persons for a particular role in the Diocese and, if successful, employ or engage the person or persons concerned. The purposes for which the Diocese uses this information include:

- administering the person's employment or contract;



- insurance requirements;
- the Diocese's legal and statutory obligations, especially regarding the provision of a safe environment for all children and vulnerable people

Fundraising

One specific purpose of collecting information is for raising funds now and into the future. This information is also used for accounting purposes, including complying with taxation requirements. The Diocese will not hold sensitive financial information. We will not disclose your personal information to other third parties for other fundraising purposes without your consent.

To whom might the Diocese disclose personal information?

The Diocese or one of its churches may disclose personal information held about an individual to:

- Another Diocese (e.g. as a reference);
- The Diocesan Office of the Anglican Diocese of Northern Territory;
- Government departments;
- Health Care Professionals
- Anglican National Register;
- People providing services to the Diocese;
- Parents and/or guardians;
- Anyone you authorise the Diocese to disclose information to.

The Diocese may on occasion use names and photos of individuals in Diocesan publications.

How does the Diocese treat sensitive information?

In the Diocesan context, sensitive information could mean information relating to a person's parentage, racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record.

Sensitive information will be used and disclosed only for the purposes for which it was provided, or for a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed or required by law.

Protection of personal information

Diocese workers are required to respect the confidentiality of personal information and the privacy of individuals. The Diocese has in place steps to protect the personal information it holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and restricted access rights to computerised records.

Should a data breach occur that the Diocese assesses as having potential to cause serious harm to an individual, then the Diocese recognises its obligation to report the breach including information affecting individual of the breach along with any action it recommends the individual takes.



Updating personal information

The Diocese endeavours to ensure that the personal information it holds is accurate, complete, and up to date. A person may seek to update their personal information held by the Diocese by contacting the Diocese at any time.

You have the right to check what personal information the Diocese holds about you

Under the Commonwealth Privacy Act, and with some exceptions, an individual has the right to obtain access to any personal information that the Diocese holds about them, and to advise the Diocese of any perceived inaccuracy. Children will generally have access to their personal information through their parents and/or guardians.

Consent and right of access to the personal information of children

The Diocese respects every parent and/or guardian's right to make decisions concerning their children's religious upbringing and care. Generally, the Diocese will refer any requests for consent and notices in relation to personal information of a child to the parent and/or guardian. The Diocese will treat consent given by a parent and/or guardian as consent given on behalf of the child, and notices to parents and/or guardians will act as notices given to the child.

Privacy Complaints

Complaints or feedback to the Diocese in relation to its compliance with the Australian Privacy Principles and/or this policy should be directed to the Registrar. The Diocese will undertake to investigate and seek to resolve an individual's complaint in a timely manner. If the individual is not satisfied with the outcome they may contact the Australian Privacy Commissioner.

Changes to this Policy

From time to time it may be necessary to make changes to this Policy. The body that is responsible for making changes is the Diocesan Council of the Synod of the Diocese of the Northern Territory.

A copy of the most recent version of this Policy can be found at www.ntanglican.org.au or obtained by contacting the Registrar of the Diocese of the N.T. The Registrar can be contacted via email at registrar@ntanglican.org.au or by writing to Registrar of the Diocese of the NT, GPO Box 2950, DARWIN NT 0801

Where do I go to find out more?

If you would like to know more about the Privacy Act and how it impacts on private sector organisations, visit the website of the Federal Privacy Commissioner, www.privacy.gov.au.

For completion when document supersedes and existing policy, procedure or protocol.

VERSION NUMBER OF THIS DOCUMENT	DATE OF PREVIOUS DOCUMENT	SUMMARY OF CHANGE	REASON FOR CHANGE
v.2	2002	Rewrite	10 NPP no longer applicable, rewritten to comply with 2013 privacy regulation

Appendix 1 : Privacy Policy Information Sheet



Anglican Diocese
of the Northern Territory

Diocese of Northern Territory Anglican Parish of [insert parish name]

PRIVACY POLICY

1. The Parish collects personal information, including sensitive information about members of the church. The primary purpose of collecting this information is to provide spiritual and pastoral care. Information may be required to allow the Parish to meet some of its legal obligations, to provide a safe environment for children and vulnerable people while they are under its supervision, and to discharge its duty of care.
2. If you reside in the Parish, or otherwise continue to attend services or any of its activities, this information may also be used to request donations and/or your services as a volunteer from time to time by the Parish or the Diocese. We will not disclose your personal information to other third parties for other fundraising purposes without your consent.
3. The Parish from time to time discloses personal and sensitive information to others for administrative purposes. This includes other Parishes, the Diocese, medical practitioners and people providing services to the Parish, including volunteers.
4. Personal information collected from children may be disclosed to their parents or guardians. Parents or guardians may seek access to personal information collected about them and their child by contacting the Parish or the Diocesan Office.
5. Adults may seek access to information collected about them by contacting the Parish, or the Diocesan Office.
6. The Diocesan Privacy Policy can be found at www.ntanglican.org.au Complaints or feedback to the Diocese in relation to its compliance with the Australian Privacy Principles should be directed to the Registrar, who can be contacted at the Diocesan Office:
Email: **registrar@ntanglican.org.au**
Telephone: (08) 8941 7440
Post: GPO Box 2950, Darwin, 0801

Leeanne Zamagias
Diocesan Registrar