

Privacy Policy

Parish of St. Michael's Traralgon

Diocese of Sale

Parish Privacy Policy

Introduction:

This Privacy Policy sets out the Parish's policy on how it uses and manages personal information provided to or collected by it. It does not relate to records collected and held by the Parish schools. The school (or other body if applicable) has a separate policy statement, which is available on request from the School Principals.

St. Michael's Parish is bound by the Australian Privacy principles (APPs) contained in the Commonwealth Privacy Act 1988. In relation to health records, the Parish is also bound by the Health Records Act 2001 (Vic.) and the health privacy principles in that Act.

The Parish may from time to time review and update this policy to comply with all relevant legislation and to take account of changes in technology, changes to the Parish's operations and practices and to make sure that it remains relevant to the Parish environment.

The Parish respects and values the personal information that the parishioners are willing to entrust on it, and will abide by the spirit and principles enshrined in that legislation.

Application of this policy:

The policy applies where personal information is collected, used, disclosed, or otherwise handled by the Parish.

The policy does not apply to records or information held or collected on behalf of or relating to existing and former employees of the Parish.

This policy is not a term of any contract, including any contract of employment. This policy may be varied by the Parish from time to time.

What is personal information?

Personal information is any information, including an opinion, about you or that identifies you or from which your identity can reasonably be determined, whether true or not or and whether recorded in some form or not.

Sensitive information is a subset of personal information which is given additional protection by the Privacy Act and includes information about religious affiliation or beliefs, ethnic origin, criminal record and sexuality.

Health information is also sensitive information and its handling in Victoria is also regulated by the Health Records Act.

- What personal information does the Parish collect?

St. Michael's Parish collects and holds personal information that includes (but is not limited to);

- your name, address, telephone number, facsimile number, email address and other contact details,
- date of birth, gender, marital status and occupation,
- financial information, such as donation history and credit card details, for instance, when you provide such details directly to the Parish or on a collection envelope or an on line donation form,
- identification documents, including driver license, passport, Working with Children Check card or proof of age card,
- your affiliation with and belief in the Catholic Church and your sacramental records, and

photographs, videos and news stories in respect of Catholic Church related events and activities.

Why does St. Michael's Parish collect personal information?

St. Michael's Parish collects and holds personal information for various reasons (which we generally notify to you at the time of collection), including the following primary purposes:

- to administer the sacraments and to provide spiritual and pastoral care,
- to place your contact details on mailing lists and in computer databases in order to provide you with information about Catholic Church/Parish related activities, workshops, lectures, seminars, retreats, events, issues and initiatives,
- to provide services or goods to you or a person nominated by you,
- to seek, receive and administer offerings and donations from you,
- to enable the Parish to provide services,
- to assess your employment and volunteer application, and

- to manage our volunteers.

What kind of personal information does the Parish collect and how does it collect it?

The Parish collects and holds includes personal information, including sensitive information about:

- Children and their parents and/or guardians and may be related to children receiving sacraments or pastoral care. It may relate to the child's enrolment at the Parish school, after school care facility or sporting association.
- Adults receiving sacraments or pastoral care and witnesses to sacraments.
- Job applicants, staff members, religious undertaking work in the Parish, volunteers and contractors.
- Fundraising.

Consequences of not providing personal information

If you do not provide us with your personal information or the information you provide is incomplete or inaccurate, we may be unable to provide you or a person nominated by you with the information, services or goods you or they are seeking.

How does the St. Michael's Parish collect personal information?

St. Michael's Parish's usual practice is to collect personal information directly from application forms and registration forms completed by you or your guardian/responsible person, from face to face meetings, interviews, telephone calls, via our web site or by some other method (such as by post or email).

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 child.

In addition to collecting personal information from you, sometimes St. Michael's Parish collects personal information from a third party if it is unreasonable or impracticable to collect the information from you directly, for example, where the information is provided to the Parish from our Parish

Primary Schools (for instance, personal information provided when supporting a parish thanksgiving/stewardship program).

In some circumstances you will be able to provide the information requested anonymously or under a pseudonym. However, we will need to identify you in many circumstances for example to administer sacraments or to provide you with services or goods.

Your Consent

St. Michael's Parish requires you to consent to any collection, use or disclosure of your personal information by the Parish either explicitly in writing or orally or implied by conduct. Normally your consent will be implied by conduct.

How will the St. Michael's Parish use the personal information you provide?

In general terms, St. Michael's Parish uses and discloses the personal information you provide for the specific purpose or purposes for which it was collected and for secondary related purposes for which you reasonably expect St. Michael's Parish to use or disclose your personal information.

Communications to you from the St. Michael's Parish

With your consent we will send you emails or other communications, such as a newsletter, about St. Michael's Parish and our activities (including information about marketing, promotional, and research purposes), along with communications about Catholic-Church- related activities, workshops, lectures, seminars, retreats, events, issues and initiatives from time-to-time.

Please be aware that you are free to "unsubscribe" to any publication or marketing or promotional communication that you receive from the Parish at any time. All newsletters sent include an unsubscribe link the footer of the email.

Does St. Michael's Parish disclose personal information to anyone?

St. Michael's Parish may disclose your personal information in a number of circumstances, for instance:

- where you have consented to us doing so (by way of example, in providing us with your contact details, you may have consented to the Parish providing those details to another group, such as the Diocese of Sale),

- where required or authorised by law (for instance, in response to a subpoena or other court order), or
- to consultants, advisers or other third parties (in Australia or overseas) where that party has been contracted to provide administrative or other services to the Parish (and on the basis that that third party agrees to abide by this Privacy Policy).

Cross-border disclosure

Personal information will only be disclosed by St. Michael's Parish to recipients outside Australia with your express consent (on being informed that we will not be taking reasonable steps to ensure the overseas recipient will handle your information in the same way the Parish is required to) or we reasonably believe that:

- the information will be subject to protections which are substantially similar to those afforded by the APPs; and
- there are mechanisms available to you to enforce such protections.

Where the St. Michael's Parish does disclose personal information to recipients outside Australia, the recipients are likely to be located in countries including Italy, Canada, United States of America, New Zealand and the United Kingdom.

Management and security of personal information:

St. Michael's Parish takes all reasonable precautions to safeguard your personal information from loss, misuse, interference, unauthorised access, modification or unlawful disclosure. These steps include restricted access to the Parish office and other areas where personal information is stored, and in computer files that can be accessed only by authorised individuals using login names and passwords.

All agencies and departments are required to do the same.

St. Michael's Parish stores your personal information in servers located in Australia.

Personal information will be retained by St. Michael's Parish while it can use or disclose that information for a legitimate purpose under the APPs. When it can no longer use or disclose the personal information for such a purpose, the Parish will take reasonable steps to destroy or de-identify that personal information, where it is lawful for it to do so.

Correction of Personal Information

St. Michael's Parish will take reasonable steps to update or correct, any personal information we hold about you to ensure it is accurate, complete, up-to-date, relevant and not misleading if we are satisfied this is required or if you request us to do so. Please let us know when any of your details change so that we can ensure your personal information is kept up to date. The Parish will take reasonable steps to ensure the information is accurate as well as responding to correction requests

If you wish to change or modify your personal information, you should make a request in writing to the Privacy Officer. Your written request should set out the changes that you wish to be made. You may request that the amended information be forwarded to other related organisations. Your written request should name the organisation to which you want the information forwarded. We will need to verify your identity before we make the changes. If we do not agree that some or all of the changes you have requested are required, we will let you know of our reasons for this in writing and how to complain if you are not satisfied with the decision.

Access to personal information

You may request access to personal information that St. Michael's Parish holds about you (using the St. Michael's Parish's contact details below).

St. Michael's Parish will respond to all requests for access within a reasonable period and usually within 30 days. St. Michael's Parish may need to verify your identity before providing you with access or correcting your personal information.

St. Michael's Parish will generally provide access unless an exception in the Privacy Act or the Health Records Act applies. If St. Michael's Parish refuses your request, we will let you know our reasons for this in writing and how to complain if you are not satisfied with the decision.

Questions or complaints

If you have any questions or concerns about this Privacy Policy, and you wish to lodge a request to access or correct your personal information, or if you have a privacy complaint, please contact the Parish Privacy Officer at: **Email:**

sec@smpt.org.au

Telephone: 03) 5174 2060 **Post:** PO Box 103, Traralgon, Victoria 3844

If you make a complaint, the Parish will review and investigate it internally and will endeavour to resolve your issue efficiently.

If you are still not satisfied with the response you can make contact with the Office of the Australian Information Commissioner (**OAIC**) on 1300 363 992 to inquire about your privacy rights, or visit www.oaic.gov.au for more information about how to lodge a complaint. The OAIC has the power to investigate the matter and make a determination.

If you are still not satisfied with the response you can make contact with the Office of the Australian Information Commissioner (**OAIC**) on 1300 363 992 to inquire about your privacy rights, or visit www.oaic.gov.au for more information about how to lodge a complaint. The OAIC has the power to investigate the matter and make a determination.

Changes to this Privacy Policy

St.Michael's Parish may, from time to time, update or change this privacy policy to ensure that it reflects the acts and practices of the Parish as well as any changes in the law. Any changes will take effect from the time that they are posted at www.smpt.org.au. Please check periodically, and especially before you provide any personal information.

More Information

For more information about privacy you may contact the Office of the Australian Information Commissioner at:

Email: enquiries@oaic.gov.au

Telephone: 1300 363 992

Post: GPO Box 5218, Sydney NSW 2001 Australia

www.oaic.gov.au

Notice regarding Collection of Information

The Parish collects personal information, including sensitive information about members of the faithful. The primary purpose of collecting this information is to enable it to administer the sacraments and pastoral care to the faithful, and often to children of the faithful. Information may be required to allow the Parish to meet some of its legal obligations, provide care for the child while under supervision and discharge its duty of care. If you reside in the Parish or otherwise continue to use its services, the information may also be used to solicit donations and/or request your services as a volunteer from time to time.

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 schools including volunteers.

If we do not obtain the information requested, we may not be able to administer the sacraments.

Personal information collected from children is disclosed to their parents or guardians. Parents or guardians may seek access to personal information collected about them and their son/daughter by contacting the Parish Secretary, (03) 51742060 or email

Adults may also seek access to information collected about them in the same manner.

As the Parish is largely reliant upon locally raised funds and local effort for its continuation, information received from those who reside in the Parish or avail themselves of its services may be used to solicit donations and other forms of support from them. On occasions it uses the resources of the Diocese to support this process and in the course of this, information is made available to those people. We will not disclose your personal information to other third parties for other fundraising purposes without your consent.

Employment Collection Notice

In applying for this position you will be providing St. Michael's Parish with personal information. We can be contacted (03) 51742060, or by e-mail:

If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.

You agree that we may store this information for six months.

You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

We will not disclose this information to a third party without your consent. Disclosure of this kind of information may be given to those parish organizations over which the Parish Priest has jurisdiction.

If applicable, we are required to conduct a criminal record check, collect information (regarding whether you are or have been the subject of an AVO and certain criminal offences) under Child Protection law before employment can be offered.

If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the Parish and why, that they can access that information if they wish, that the Parish does not usually disclose the information to third parties and that we may store their information for six months.

Contractor/Volunteer Collection Notice

In applying to provide your services you will be providing St. Michael's Parish with personal information. We can be contacted (03) 51742060, or by e-mail:

If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.

You agree that we may store this information for six months.

Access to this information may be available to you if you ask the Parish for it.

We will only disclose this information to a third party if related to the services you are providing or with your consent. We usually disclose this kind of information to the following types of organisations (insert list).

If applicable, we are required to conduct a criminal record check and collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences before a contract can be awarded.

If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the Parish and why, that they can access that information if they wish, that the Parish does not usually disclose the information to third parties and that we may store their information for six months.

This Privacy Policy was updated April 2018
Replaces Privacy Policy 2016
Next Review April 2019