

ANGLICAN DIOCESE OF TASMANIA

PRIVACY POLICY

DOCUMENT NO: DPO 047

SUBJECT	PRIVACY POLICY
AUTHORISED BY	REGISTRAR
LAST REVISED	DECEMBER 2019
REVIEW DATE	DECEMBER 2022
RESPONSIBILITY	ALL DIOCESAN STAFF
EFFECTIVE DATE	10 DECEMBER 2019

Introduction

This policy describes the way in which the Anglican Diocese of Tasmania will treat personal and sensitive information about individuals.

Scope and application

This policy applies to personal and sensitive information collected by the Diocese of Tasmania about people it interacts with in the course of its activities.

It does not apply to the following:

- Personal or sensitive information collected from employees or office holders in the Diocese for payroll or human resources administration ("personnel records")

Purposes for collection, storage, use and disclosure of information

The Anglican Diocese of Tasmania, its parishes and related entities, collect personal information for a variety of purposes, including:

- Creating a record of parishioners and members;
- Establishing points of contact in parishes, agencies and organisations for dissemination of and requests for information relating to the activities of the Anglican Diocese of Tasmania
- Creating a safe environment for its programs and camps
- Enabling a rapid response in health emergencies (e.g. collection of information about health conditions for children or young people taking part in a camp).

What sort of information does the Diocese collect?

Generally, the Diocese will collect information, including your name, address, phone, and email address, that enables us to contact you.

We may also collect information about your relationship to other people such as the name of your spouse and children.

The collection of some information may include sensitive information. We may collect information such as Working with Vulnerable People details and Safe Ministry Check details so that we can screen volunteers, staff and office holders in the Diocese or a Parish.

In some circumstances the Diocese will collect information about your health or your Medicare details to enable you or your child to take part in a camp or event conducted by the church.

If you access our websites, we may collect additional personal information about you including:

- Server address / IP address;
- Date and time of visit;
- Pages visited;
- Documents downloaded;
- If you have visited our website before.

Collection of this information enables us to tailor your electronic experience with the Diocese.

How do we collect information about you?

Generally, we will only collect information from you directly or, if you are a child, from your parent or carer. This information may be collected via hard copy forms, email, over the phone, or in person.

Storage and security of information

Information is stored securely either in hard copy format in our office or archive, or in electronic format on secure servers. All our electronic data is stored on servers in Australia.

We will retain data until it is no longer needed. In most cases, the data will be retained indefinitely –

- to enable us to investigate matters that occur in the Diocese, including

- investigations that may occur many years after the events in question
- for historical and archival purposes.

Accuracy of information

The Diocese will take reasonable steps to ensure that the information that we hold is accurate and up to date. If you are concerned that information that we hold about you is not accurate, you can contact us to update that information. We will then take all reasonable steps to ensure that the information is brought up to date. You can contact the privacy officer by email: privacy@anglicantas.org.au, or by phone: (03) 6220 2020.

Access to and correction of information:

You can contact us to seek access to any information we hold about you. You can contact us by email: privacy@anglicantas.org.au, or by phone: (03) 6220 2020. We will not charge any fee for an application to access or correct information. We may charge a reasonable fee for provision of information, if the provision of information results in or is likely to result in significant expenditure of staff time.

If we refuse to give you access to information we will provide written reasons for the refusal.

If you believe that any information we hold about you is not correct, you may ask us to correct that information. We will take reasonable steps to comply with such a request. If we decline to correct information held about you, you may ask us to make a note of your requested correction and to associate that note with your information.

Use and disclosure of information

We will use or disclose information for the purpose for which we have collected the information. We will also use information to contact you in connection with a purpose that is related to the primary purpose for which we collected the information.

If we wish to use information for any other purpose, we will seek your consent.

We may also disclose information where we are required or authorised to do so by law.

Use of images and stories

We will take reasonable steps to obtain your consent for use of personal information that consists of images or stories.

Disclosure of information outside Australia

We will only disclose your information to somebody outside Australia. If:

- there are equivalent protections for your privacy in the overseas destination; and
- the disclosure is related to the purpose for which you gave us information, or you have given us your consent for the disclosure.

How can I make a complaint?

If you think that your privacy has been breached, or you wish to make a complaint about how your information has been handled, you can direct those complaints to the privacy officer (email: privacy@anglicantas.org.au, or phone: (03) 6220 2020). If you are still not satisfied, you can contact the Registrar of the Diocese by email: registrar@anglicantas.org.au, or by phone: (03) 6220 2019.

If you are still dissatisfied with the resolution of your complaint, you can contact the Office of the Australian Information Commissioner (www.oaic.gov.au).

Comments and feedback

The Anglican Diocese of Tasmania is committed to continual improvement of its policies and processes. If you have any comment about how our privacy policy can be improved, please direct those comments to the privacy officer (email: privacy@anglicantas.org.au, or phone: (03) 6220 2020).

Approved Diocesan Council, 10 December 2019

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Signed: +Richard, Chair