

# **PRIVACY AND INFORMATION SHARING POLICY - Summary**

This summary sets out the key points about how the Archdiocese of Canberra-Goulburn (**Archdiocese**) handles personal information.

The Archdiocese collects, holds, uses and discloses personal information to carry out its many functions and activities under the *Privacy Act 1988* (Cth) (**Privacy Act**). When applicable it also handles personal information from time to time to comply with requirements relating to child protection and mandatory reporting.

Persons who are interested to know how the Archdiocese handles personal information can read the Archdiocese's Privacy and Information Sharing Policy located at [cg.org.au/chancery](http://cg.org.au/chancery).

## **1.0 COLLECTION OF PERSONAL INFORMATION**

- 1.1. The Archdiocese collects personal information (including sensitive information) that is reasonably necessary for one or more of its functions or activities.
- 1.2 The Archdiocese carries out a multitude of functions, services and activities for the purposes of promoting the Catholic faith within the Archdiocese of Canberra-Goulburn. This includes, among other things, serving the Catholic Church community within the Archdiocese, assisting and supporting parishes within the Archdiocese, liaising with members of the public, managing various ministries, such as hospitals, nursing homes and children's welfare centre and supporting the education office and systemic schools within the Archdiocese.
- 1.3 The kinds of personal information collected will depend on the purpose of the collection, and can include name, contact information, bank account details, religious affiliation, date of birth etc.
- 1.4 The Archdiocese collects personal information from individuals or their authorised representative when it is reasonably necessary to enable the Archdiocese to carry out its mission, activities and ministries or to assist individuals should they have an enquiry. Collection may be carried out face to face, by phone, in writing (e.g. post or email), or through the Archdiocese's website.
- 1.5 The Archdiocese may also collect personal information from a third party or a publicly available source such as social media to enable it to communicate with the public and stakeholders.

## **2.0 USE AND DISCLOSURE OF PERSONAL INFORMATION**

- 2.1 The Archdiocese normally only uses or discloses personal information for the purpose(s) for which the information was collected, unless disclosure is permitted under other circumstances, including if required by law.
- 2.2 The Archdiocese and its organisations and agencies such as parishes may, from time to time, engage in direct marketing activities for various purposes, such as fundraising. When the Archdiocese or its agencies engage in direct marketing, it will give the recipient an easy means to opt-out of receiving further marketing materials, for example, an online newsletter emailed to a person can have a link which a person can click to unsubscribe from that newsletter.
- 2.3 At the date of this Summary, the Archdiocese does not send any personal information it collects, uses or discloses to overseas recipients.

## **3.0 DATA SECURITY**

- 3.1 The Archdiocese takes reasonable steps to protect personal information it holds from misuse, interference, loss and from unauthorised access, modification or disclosure.

#### **4.0 ACCESS AND CORRECTING PERSONAL INFORMATION**

- 4.1 Individuals may be asked from time to time to review and update their personal information. Staff of the Archdiocese will use reasonable endeavours to keep accurate and complete records of personal information where possible.
- 4.2 If requested by an individual, the Archdiocese will normally give the person access to his or her personal information that the Archdiocese holds (after confirming the person's identity), unless exceptional circumstances apply (e.g. if it is unlawful to grant such access). The Archdiocese will respond within 30 days after a request for access is made by either agreeing to or refusing to give access.
- 4.3 The Archdiocese will also take reasonable steps to correct information it holds if it considers the information incorrect.

#### **5.0 MANDATORY REPORT REQUIREMENTS**

- 5.1 In addition to compliance with the *Privacy Act*, staff and volunteers within the Archdiocese who work with children and/or vulnerable people in NSW and the ACT are required to comply with the relevant legislation in relation to child protection and mandatory reporting. This may include handling personal information in relation to background and working with children checks and mandatory reporting to the relevant authority and Ombudsman of the relevant State and Territory.

#### **6.0 HOW TO CONTACT THE ARCHDIOCESE**

- 6.1 If an individual needs to contact the Archdiocese for any reason in relation to the Privacy Policy, this Summary or his or her personal information (whether it be to update their information, access their information, ask a question about how the Archdiocese handles personal information, make a comment about the Policy or to make a privacy complaint), the individual can contact the Archdiocese by either: [employment.services@cg.org.au](mailto:employment.services@cg.org.au) or Chancellor, PO Box 3089 Canberra ACT 2601.
- 6.2 If an individual makes a complaint about privacy, the Archdiocese will acknowledge receipt of the complaint, and try to investigate and respond to the person within 30 days. If the individual is unhappy with the outcome, he or she can lodge a complaint with the Office of the Australian Information Commissioner.

#### **7.0 CHANGES TO THIS POLICY**

- 7.1 This Summary was last updated on 29 September 2017.
- 7.2 If this Summary or the Policy changes, the revised Policy will be posted on the Archdiocesan website at <http://cgatholic.org.au> and will be available from the Chancery office at 55 Franklin Street, Forrest.
- 7.3 This Summary supersedes all previous versions relating to matters contained therein.