

# Archdiocese of Adelaide

## Privacy Policy

### Introduction

The Archdiocese of Adelaide ('**Archdiocese**') as part of the Roman Catholic Church, conducts a range of activities in order to fulfill its mission of proclaiming the good news of Jesus Christ. Those activities include parishes, schools and welfare agencies. In conducting those activities the Archdiocese collects personal information. The information is collected to enable the Archdiocese to minister to the faithful and to fulfill its canonical and civil law obligations.

The Archdiocese is bound by the 2001 amendments to the *Privacy Act 1998 (Cth)* ('**Act**'), which include the National Privacy Principles. The Archdiocese respects the rights of individuals to keep their personal information private.

This policy describes ways in which the Archdiocese gathers, stores, disseminates and disposes of personal information.

### Application

This policy applies to:

- Parishioners;
- Students in Archdiocesan schools and their parents or guardians;
- Volunteers, contractors and prospective employees of the Archdiocese;
- 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 Archdiocese.

This policy applies where personal information is collected and/or used by Archdiocese.

'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 Archdiocese collects personal information for many purposes, including:

- To minister to the faithful and to provide pastoral care;
- To fulfill educational needs and expectations in Archdiocesan schools;
- To provide welfare and support;
- Fundraising activities;
- To administer sacraments;
- To assess the employment applications of prospective employees;
- Other purposes that may arise from time to time.

## **Collection of Personal Information**

The Archdiocese collects personal information in various ways, including:

- You providing personal information about yourself and/or your child to the Archdiocese, a parish, school, or archdiocesan welfare agency;
- You providing the Archdiocese with your personal information and various documentation relating to possible employment with the Archdiocese;
- Other methods that may arise from time to time.

The Archdiocese 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 Archdiocese 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 Archdiocese may collect personal information by speaking with referees. The Archdiocese 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 Archdiocese holds about you may include the following:

- Personal contact details;
- Sacramental records;
- Information relating to your application for employment;
- Any health information required by law;
  
- Any personal information about you that will enable the Archdiocese to satisfy its duty of care to other individuals with whom you may come into contact in the course of your involvement with the Archdiocese;
- Information relating to pastoral care needs;
- Information relating to a child's enrolment at an Archdiocesan school;
- Any other information about you that may be relevant to the contact that you have with the Archdiocese.

## **How Your Personal Information is Used**

Your personal information will be used for the purpose for which it was collected, or where there is a directly related secondary purpose. Your personal information will also be used where the Archdiocese is legally required to use your information for another purpose. Your personal information will 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 Archdiocese believes you may be suited. Should this be the case, the Archdiocese will seek your consent before considering you for such a position.

The Archdiocese may distribute aggregated statistical information to the Vatican and the Australian Catholic Bishops' Conference for reporting purposes. In most cases, this information will not contain any features that will identify relevant individuals.

## **Website**

The Archdiocese has a website located at [www.adelaide.catholic.org.au/](http://www.adelaide.catholic.org.au/)

This website contains information about Catholic Parishes and Priests, mass times, Basic Ecclesiastical Communities, pastoral care, current issues, other Catholic websites, prayer, educational and other services, the Archbishop, administrative matters, and other topics.

The Archdiocese does not record the personal information of visitors to the website.

## **Storage of Information**

The Archdiocese takes reasonable steps to protect and secure personal information from unauthorised access, loss, misuse, disclosure or alteration. These steps include restricted access to Archdiocesan 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. All parishes, schools, and welfare agencies of the Archdiocese are required to do the same.

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

## **Disclosure of Personal Information**

Disclosure of your personal information will only be made with your consent to individuals or companies outside of the Archdiocese.

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

## **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 Archdiocese 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 the Parish Priest, Principal, or the Manager of the relevant agency. Should you be uncertain of contact details, please contact the Human Resources Manager for the Archdiocese, telephone 8210 8210, address 39 Wakefield Street, Adelaide 5000.

## **Accuracy of Information**

The Archdiocese 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 Parish Priest, Principal, or Manager of the relevant agency. Your written request should set out the changes that you wish to make.

## **Consequences of Not Providing Personal Information**

Subject to certain exceptions, the Archdiocese cannot collect your personal or sensitive information without your consent.

If you withhold your consent, however, the Archdiocese 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 Archdiocese has handled your personal information, in the first instance please contact the relevant Parish Priest, Principal or the Manager of the relevant agency.

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 1042  
Telephone: 1300 363 992  
Facsimile: (02) 9284 9666  
Email: [privacy@privacy.gov.au](mailto:privacy@privacy.gov.au)