



CATHOLIC DIOCESE OF DARWIN

PRIVACY POLICY

The Catholic Diocese of Darwin ("The Diocese") respects the privacy rights of all individuals associated with parish community life and/or workplaces falling within the auspices of the Diocese.

In accordance with the Privacy Amendment (Private Sector) Act 2000, the Diocese has adopted and is bound by the (10) national Privacy Principles established by the Federal Privacy Commission and is set out in the Act. (Visit www.privacy.gov.au)

It is our intention that all personal, sensitive and health information of parishioners, clients, members of religious institutes, parents/guardians, contractors, students, staff and prospective employees (considered 'consumers' under the Act) is to be private and to be used for the sole purpose for which it was collected and recorded, in order to fulfil the mission and directions of the Diocese.

The Diocese intends to collect personal information in a fair and lawful manner. Prior to the collection of information the following will be disclosed.

- Purpose of the collection
- Access details
- Other information relating to the collection.

Sensitive information will not be collected unless:

- The consumer has consented
- It is represented by law; or
- Other specified circumstances demand it (e.g. health and safety).

Information held in relation to its consumers includes, but is not limited to:

- Details of children and their parents and/or guardians.
- Personal background matters.
- Contribution to fundraising and
- Work history (including references).

This information may be held for a number of reasons, including

- Ensuring all parties meet their obligations under relevant legislation.
- The receipt of sacraments or pastoral care; and
- Work to be undertaken by staff or volunteers in a parish/agency.

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The Diocese will only use or disclose information in relation to the purpose for which it was collected. It will not disclose or distribute to a third party any such information that is supplied unless we have our consumer's specific consent or are required to do so by law. Reasonable steps will be taken to protect personal, sensitive and health information from unauthorised access, loss, misuse, disclosure or alteration. We may distribute aggregated statistical information for reporting purposes, but personally identifying information will not be distributed to third parties.

Consumers may at any time request access to their personal, sensitive or health information. If a consumer believes that any of the personal, sensitive or health information held by us is incomplete or inaccurate, in accordance with the provisions of the Privacy legislation, they have the right to notify us and make any updates or corrections.

Individual privacy issues can be discussed in the first instance with a parish's Priest or an agency's responsible line manager. Alternatively, if an individual believes that their privacy has been breached and this matter is unable to be resolved at an agency or local Parish level, a complaint may be made in writing to an appropriate Diocesan Officer. In order for such complaints to be properly investigated, they should identify the person whose privacy appears to be breached. Anonymous complaints will not be dealt with.

From time to time this statement may be reviewed to ensure that it remains relevant and appropriate.