

# Privacy Policy

## St Benedict's Parish, Broadway

This statement outlines the policy of St Benedict's Parish, Broadway for the use and management of personal information. It does not relate to records held by the University of Notre Dame Australia because it is a separate institution even though it is affiliated with the St Benedict's Church. This Parish has also adopted some Privacy Guidelines to ensure that private information about individuals is handled responsibly. These Guidelines are available from the Parish Office.

This policy and the guidelines may be amended from time to time. Catholic parishes are not required by law to abide by the national Privacy Principles under the Privacy Act. Even prior to the Privacy Act being legislated, St Benedict's Parish has, through the operation of Church Law, its own working guidelines regarding the handling of information and privacy.

### **Personal Information**

St Benedict's Parish holds and uses personal information about parishioners and those who seek personal care and to partake in various sacraments. Typically this includes the person's name, address, email address, date of birth, family details and other required information such as the sacraments they have received. This information is needed to maintain this Parish's records in a format that identifies the parishioner. These records are essential to the proper management of this Parish and to enable it to provide parishioners with appropriate levels of religious services. Personal information of volunteers are also kept securely in the Parish in accordance with what is required by Work, Health, and Safety legislation.

St Benedict's Parish also has personal information for the purpose of parish administration involving job applicants, staff members, religious working in the Parish, volunteers, contractors and fundraising. Parish groups such as the Acolytes and Altar Servers, Catechists, the Parish's choirs, the Legion of Mary, St Benedict's Association of Young Adults (SBAYA), St Vincent de Paul (SVdP) may have access to this information. Individuals who are active in various ministries in this Parish will have access to relevant information pertaining to the various rosters for their respective ministries. These ministries include Acolytes, those who read the Readings at Mass, members of the choirs.

### **Collection of Information**

St Benedict's Parish collects information from parishioners. Usually this will be done on a parish census card, or requests for Baptism, First Reconciliation, First Communion, Confirmation, Marriage or other religious services such as funerals. Parishioners will occasionally be asked to provide updated information to ensure that the records of St Benedict's Parish are accurate.

### **Transfer of Information**

In undertaking its obligations to its parishioners, St Benedict's Parish will, on occasion, need to provide information to other parishes, government departments, medical practitioners, people providing services to the Parish, recipients of parish publications, parent and/or guardians or anyone the parishioner authorises this Parish to disclose information to. St Benedict's Parish does not sell or rent out any of the information it holds on its parishioners and protects the security of that information in accordance with regulatory requirements.

### **Access to Personal Information**

A parishioner can access their own personal information by contacting the Parish Priest. If information held by this Parish is inaccurate or incomplete, a parishioner may request this parish to correct or up-date the information. Open access to parish registers is not permitted. Written requests for confirmation of details for genealogical purposes need to be submitted to the Parish Priest who will obtain the details from the appropriate register. It should be noted that, due to resource limitations, there may be delays in answering these requests of verifying the application and locating, retrieving, reviewing and copying any material requested.

### **Consent and Right of Access to the Personal Information of Children**

Generally St Benedict's Parish will refer any requests for consent and notices in relation to the personal information of a child to the parent and/or guardian. This Parish will treat consent given by a parent and/or guardian as consent given on behalf of the child and notices given to parents and/or guardians will act as notices given to the child.

### **Resolution of Privacy Concerns**

If a parishioner is concerned about a possible interference with privacy or about the way this Parish manages the personal information it holds, they should contact the Parish Priest who is the Parish's Privacy Officer. Phone: 9390 5280 or 8204 4378.