

**9. Sensitive information** - Sensitive information will not be collected unless a person has consented to its collection and use, it is required by law, or the collection is necessary to prevent or lessen a serious and imminent threat to the life or health of any other individual.

Sensitive information includes information relating to health, racial or ethnic background, or criminal records. Higher standards apply to the handling of sensitive information. It will be used and disclosed only for the purposes for which it is provided. This includes information to process Police Checks, Working With Children Checks and other Professional Standards matters.

**10. Storage** - The Parish will take all necessary measures to prevent unauthorised access to personal information. All information is stored securely and only accessed by those with appropriate authorisation. Any information which you provide to the Parish which is no longer necessary for Parish purposes will be disposed of using secure destruction.



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## Surfcoast Anglican Parish

**Complaints** may be directed to the Parish Priest, Churchwardens or Parish Office.

These will be acknowledged within 2 days and will be resolved as soon as practicable.

Any breaches of Professional Standards or misconduct matters should be addressed to

Kooyoora Ltd

1800 135 246

PO Box 2 Torquay VIC 3228

03 5261 5558

[office@surfcoastanglican.com.au](mailto:office@surfcoastanglican.com.au)

[www.surfcoastanglican.org.au](http://www.surfcoastanglican.org.au)

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# PRIVACY POLICY

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St Luke's Torquay

Transfiguration Anglesea

St Aidan's Aireys Inlet

Surfcoast Anglican Parish in the Anglican Diocese of Melbourne is committed to protecting the privacy of personal information regarding potential Church members, Church members, Op Shop and other volunteers, Church group participants, service providers, contractors and agents.

Surfcoast Anglican Parish  
Anglican Diocese  
of Melbourne



# HOW WE USE YOUR INFORMATION

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**1. Collection** - Usually information is collected directly from you. Information we collect may include your name, contact details, date of birth, history of Church membership etc. The Parish will only collect and store personal information, supplied by you, when it is essential to the functions or activities of the Parish and we have permission from you.

Information collected by the Director of Professional Standards or in regard to a specific Professional Standards matter is subject to separate legislation and is confidentially held by the Director of Professional Standards.

**2. Purpose of Collection** - The information is collected for the purpose of the Parish recording and managing its congregations and to enable the Parish and Diocese to communicate about its activities, its funding needs, programs and its philosophies, or to assist you in completing appropriate checks.

**3. Use and disclosure of information** - We will only use or disclose information for the purpose it was collected unless the person has consented otherwise. From time to time, the Parish discloses personal information to contracted service providers who perform services for and on behalf of the Parish. The Parish ensures that such providers have confidentiality agreements.

We will not disclose information to other third parties **except** in cases where required by Law.

**4. Accuracy of Personal Information** - We will take all reasonable steps to ensure the information we collect is accurate and up-to-date. If your circumstances change or if you believe our records are not accurate or up-to-date please contact us and we will amend the information promptly. This is particularly relevant for the Parish and Op Shop Directories, various group contact lists and the Parish Database.

**5. Openness** - If you have any questions regarding our handling of your information please speak to the Parish Priest or a

Churchwarden. We are happy to explain our policies and procedures, and appreciate your feedback to improve our systems.

**6. Access** - Information stored on our Database relating to you is available for inspection upon receipt of a written request from you. Reasonable steps will be taken to allow any person, on request, to access personal information.

If access is deniable by Law we will provide you with reasons in accordance with the Law. Individuals may apply for access to the information held about them by application to the Parish Priest/Parish Council.

**7. Identifiers** - Identifiers that have been assigned by a Commonwealth Government agency (e.g. Driver's Licence, TFN, Passport number, etc.) will not be adopted, used or disclosed except where required by Law.

**8. Anonymity** - Individuals are given the option to interact with the Parish Council anonymously whenever it is lawful and practicable. You also have the right not to have your information made available in a