



St John the Baptist Anglican Church Canberra

Policy on	Privacy
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Responsible agency	Risk Advisory Committee
Electronic file name	Privacy Policy.pdf
Repository	https://www.stjohnscanberra.org/documents-and-reports
First introduced	10 June 2018
Parish Council approvals	20 February 2019
Next revision due	May 2021

LEGISLATION AND STANDARDS

This policy is bound by The Master Policy of the Parish (www.stjohnscanberra.org Parish Council Login) which recognises the Five Marks of Mission of the Anglican Communion and the Governance of the Diocese Ordinance as the foundations on which our actions are based.

Relevant legislation:

Privacy Act 1988

The Australian Privacy Principles (APPs).

The APPs relate to collection, use, disclosure, quality, security, openness, access to and correction of personal information, including sensitive information.

PRINCIPLES

St John's Canberra is committed to management of personal information of people with whom it has dealings in accordance with the *Privacy Act 1988* and the Australian Privacy Principles (APPs).

St John's may hold information about its parishioners, suppliers and clients that includes addresses; date of birth and parental/carer contact details in relation to children and youth; and/or services attended. It collects and holds this information on receipt of advice from members or suppliers. The information is used in the day to day business of the Parish.

This policy gives individuals a right to know what information St John's holds about them and a right to correct that information if it is wrong.

By using any of the services or otherwise providing the Parish with personal information (or authorising it to be provided to us by someone else) parishioners agree to their personal information being handled as part of the St John's day to day operations.

The Parish website can direct users to other sites beyond the control of St John's. These sites may collect data or solicit personal information.

Personal information may be stored in the Parish email or database (Elvanto, a cloud-based church management system). Some or all of this information may be available to staff and volunteers in the Parish Office. With consent, this information may be used by the Parish to communicate to parishioners. St John's will not disclose information to third parties except in case required by law or when completing reports for the Diocese on the operations of the Parish; this may include names and contact details of those who hold an elected or appointed position in the Parish. We will not provide information to overseas recipients.

In the interests of security and safety the Parish operate video cameras within the church and around some buildings.

PROCEDURES

Preparedness

Parish Council will:

Policy

1. Arrange for a copy of the privacy policy to be posted on the St John's website.
2. Review this policy on an annual basis or as needed.
3. Ensure that the parish will not identify in any publication (in hard or electronic copy) any minor whose photograph may appear from time to time on our websites or social media by name, nor will we knowingly permit a photo of any minor to be sent or transmitted to any person (other than for authorised Parish publicity purposes) without the prior written consent of that minor's parent or guardian.

Security

1. Protect the personal information held under our control from unauthorised access, improper use or alteration.
2. Acknowledge that dates and times of access can be reviewed in outline or in detail for those who access the precinct using a Parish key and or computer network.
3. If a member or supplier wishes to access the information held do seek details from the Rector.

Compliance

1. Create systems to record the ACT Working with Vulnerable People Check cards held by those who need that clearance; and those who have completed or not yet completed Diocesan Safe Ministry initial and refresher training.

Communication

1. Insert a note in the St John's newsletter on a regular basis advising readers of the Privacy Policy.

Data Quality & Archival

1. Ensure that personal information will be removed from records when it is no longer required (except for archival purposes);
2. Ensure authorised Access/Disclosure/Quality Assurance

Training and Supervision

1. Ensure staff and volunteers are aware of the need to keep details secure

Auditing and Assurance

1. Ensure that the parish's IT provider maintains a secure portal for all Parish systems.

Response

Parish Council will:

1. Inform the Rector of a privacy breach.
2. Remedy breach.
3. Contact IT provider for assistance as required.

Recovery

Parish Council will:

1. Ensure pastoral support is available to affected people.
2. Ensure the Rector's contact details are widely known.
3. Provide relevant information to relevant people and bodies if a breach occurs
4. Review data security if a breach occurs
5. Review procedures if a breach occurs