

Introduction

The Parish of Holy Covenant Anglican Church Jamison (Holy Covenant) collects personal information about members of the Parish, primarily for the purpose of providing spiritual and pastoral care, including administration of the sacraments. Information may be required to allow the Parish to meet some of its legal obligations, to provide care for vulnerable people while they are under its care to discharge its duty of care.

Holy Covenant acknowledges and respects the privacy of individuals. We are committed to protecting the privacy of our congregation members, staff, partners and clients. We support and endorse the Australian Privacy Principles (APPs) contained in the *Commonwealth Privacy Amendment Act 2012* and will seek to observe these principles whenever information (both personal and sensitive) as defined by the Act is collected by us.

Definitions

Personal Information

Personal information is information or an opinion about an identified individual, or an individual who is reasonably identifiable. This might include a person's name and address, medical records, bank account details, photos, videos and even information about what an individual likes, their opinions and where they work.

Sensitive Information

Sensitive information is information or an opinion about an individual that includes an individual's racial or ethnic origin, health information, political opinions, membership of a political association, professional or trade association or trade union, religious beliefs or affiliations, philosophical beliefs, sexual orientation or practices.

For complete definitions please refer to Office of the Australian Information Commissioner (www.oaic.gov.au).

Principles

The following principles are based on The Australian Privacy Principles.

- We will only collect personal information from you with your prior knowledge and consent;
- We will only use personal information provided by you for the purposes for which it was collected;
- We will not disclose your personal information to a third party without your consent;
- We will not disclose your personal information to other institutions and authorities except if required by law (for example, allegations of abuse);
- We will remove personal information from our records when it is no longer required (except where archiving is required); and,
- We have processes to protect the personal information that we have under our control from unauthorised access, improper use or alteration.

Information Holy Covenant Anglican Church Collects

The sort of information we may collect includes:

- Name and Address;
- Phone numbers and email addresses so we can communicate with you;
- Family member details;
- Details of donations where receipts for taxation purposes are required;
- Communications you have with us (e.g. letters, prayer requests);
- Your involvement in ministries so we can provide a meaningful ministry relationship;
- Records of visits, phone calls and notes in regard to pastoral matters;
- Records of baptisms, confirmations, weddings, funerals;
- Information you provide in surveys, registration forms, conversations, emails and online, including materials and registrations for Working with Vulnerable People (WWVP) cards and associated with Diocesan Safe Ministries records as required; and,
- Personal Care information associated with clients of Covenant Care Jamison and Holistic Care Nursing Program

We endeavour to keep personal information up to date and accurate. We will also endeavour to protect your personal information from misuse, loss or unauthorised access, modification or disclosure.

How we use your Information

We only use your personal information, including sensitive information for the reason we collect it as set out above and for the purpose(s) for which it was collected, or as otherwise permitted by law. We will not disclose the above information that we collect to affiliates or third parties without your consent.

Access to Records

Holy Covenant takes steps to ensure the security of personal and sensitive information we hold and to protect it against loss, misuse or unauthorised access, destruction, use, modification or disclosure. Our IT systems are password protected and comply with applicable security standards. Only authorised personnel are permitted to access these details. Holy Covenant's staff are required to respect the confidentiality of personal information and the privacy of individuals.

It is our practice to permanently de-identify personal information where reasonable and possible; and destroy personal information once there is no longer a legal or business need for us to retain it.

Anonymity

It is your right to be dealt with anonymously, provided that it is lawful and practicable. We will try to accommodate a request for anonymity wherever possible, however we note that in some circumstances, this may prevent us from practically and effectively communicating with you. If this is the case we will notify you.

Holy Covenant Website

When you visit our web site, our website hosting company may make a record of your visit and may log the following information for statistical purposes:

- your I.P. address;
- the date and time of your visit to the site;
- the pages you accessed and documents downloaded;
- the previous site you have visited; and,
- the type of browser you are using.

Cookies

The current implementation of the Holy Covenant web site does not use any cookies.

Access to information collected

Holy Covenant Anglican Church will not make an attempt to identify users or their browsing activities. However, in the unlikely event of an investigation, a law enforcement agency or other government agency may exercise its legal authority to inspect our Internet Service Provider's logs.

Website Security

We strive to ensure the security, integrity, and privacy of personal information submitted to our site where it is in our control to do so, and we review and update our security measures in light of current technologies. Unfortunately, no data transmission over the Internet can be guaranteed to be totally secure.

Use of e-mail information collected

We may only record your e-mail address if you send us a message or if you agree to provide it for parish records. Your e-mail address will only be used for the purpose for which you have provided it and it will not be added to a mailing list or used for any other purpose without your consent.

Complaints

If you are concerned about how Holy Covenant Anglican Parish has collected or managed your personal information please contact the Parish Office in the first instance.

Contact the office

If you would like further information about the way Holy Covenant Anglican Parish manages personal information it holds or you would like access to your personal information held please contact our Parish administrator at:

office@holycovenant.org.au.

Or you can write to us at:

PO Box 98, Jamison Centre ACT 2614