



Catholic Diocese of Rockhampton

'We live out the call of baptism through personal faith in Jesus witnessing together to the Good News of the Kingdom'

Diocesan Privacy Statement

The Diocese of Rockhampton respects the privacy rights of all individuals associated with parish community life and / or workplaces falling within the auspices of the Roman Catholic Trust Corporation for the Diocese of Rockhampton.

In accordance with the *Privacy Amendment (Private Sector) Act 2000*, the Diocese has adopted and is bound by the ten (10) national Privacy Principles established by the Federal Privacy Commission and is set out in the *Act* – see 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 only to be used for those purposes the information was collected and recorded for so as to fulfil the missions and directions of the Catholic Diocese of Rockhampton.

The Diocese intends to collect personal information in a fair and lawful manner. Prior to the collection of information the purpose of the collection, access details and other information relating to the collection will be disclosed. Sensitive information will not be collected unless the consumer has consented, it is required by law, or in other specified circumstances (eg: 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.

The Diocese will only use or disclose information for the purpose it was collected and will not disclose or distribute to a third party any such information supplied, without our consumer's specific consent or unless we 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 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 Parish level, a complaint may be made in writing to The Diocesan Privacy Officer. In order for such complaints to be properly investigated, they should identify the person whose privacy appears to have been breached. Anonymous complaints are unable to be dealt with.

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

Further Contact:

If you would like further information about the way the Roman Catholic Diocese of Rockhampton manages the personal information it holds, please contact:

The Diocesan Privacy Officer
PO Box 611
ROCKHAMPTON QLD 4700
Telephone: 07 49 313 620
Facsimile: 07 49 313 729