



ST JOHN'S ANGLICAN CHURCH CANBERRA

Policy on	Privacy
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Responsible agency	Risk Advisory Committee
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Next revision due	May 2025

LEGISLATION AND STANDARDS

St John's mission is to 'bear public witness to Jesus Christ through Anglican worship and pastoral ministry, loving community and outward-facing mission.' This governs all we do as a Parish including policy development.

This policy is guided by The Master Policy of the parish and diocesan ordinances and polices, most notably the Governance of the Diocese Ordinance.

Relevant legislation:

Privacy Act 1988 (Cth)

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 as part of its operation 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 is committed to managing that information in accordance with strong ethical standards and all relevant laws.

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.

St John's will not disclose information to third parties except as required by law or diocesan requirements.

Individuals have a right to know what information St John's holds about them and a right to correct that information if it is wrong.

It is recognised that the Parish operates video cameras within the church and around some buildings for security and safety purposes.

PROCEDURES

1. Mechanisms to ensure authorised access, disclosure and quality assurance will be maintained so that personal information held under our control will be protected from unauthorised access, improper use or alteration.
2. Staff and volunteers must keep secure the personal details referred to in this policy and ensure they are used only for legitimate parish operations.
3. A member or supplier wishing to access the information held about them can seek details from the Rector.
4. Except for archival purposes, personal information will be removed from records when it is no longer required.

5. The Parish's IT provider is required to implement acceptable levels of security for all Parish systems, as determined by Parish Council.
6. Breaches in the security of the personal information covered by this policy
 - a. will be reported to the Rector, who
 - i. will arrange for the breach to be rectified
 - ii. ensure pastoral support is available to those affected
 - iii. will advise Parish Council
 - b. will be reported by Parish Council to relevant people and agencies
 - c. trigger a review by Parish Council of data security procedures.