ANGLICAN DIOCESE OF MELBOURNE

ANGLICAN PARISH OF CHRIST CHURCH ESSENDON

**PRIVACY POLICY**

**and ACCESS TO RECORDS**

Page Content

The Parish is committed to ensuring that the personal and sensitive Information it holds about Parishioners and others who participate in its activities is handled appropriately and lawfully and in accordance with relevant privacy legislation. This Policy is intended to be complimentary to and ensure compliance with applicable laws and is not to be interpreted or applied so as to impose obligations on the Parish in addition to legislated obligations.

**Why do we collect personal information?**

We only collect personal information (when submitted) in order to maintain Parish Electoral Rolls, Pastoral Rolls and details of members of groups within the Parish. This may include contact details, heath information, incident forms, CrimChecks (Police checks) and Working with Children information.

**Access to, and use of information**

Depending on the purpose of the information submitted some information may be stored in our Parish email or computer database systems. Some material is stored in hard copy.

Some or all of this information may be available to the Parish Priest and Parish Council / Wardens where appropriate. Leaders of groups may be granted access to these records pertaining to members of their group. When accessing information leaders must follow this policy.

**Storing information**

The Parish is committed to ensuring that the Personal and Sensitive Information it holds about parishioners and others who participate in its activities is handled appropriately and lawfully.

All information on Parish computers and databases must be protected with passwords. Electronic documents must be password protected. Personal, sensitive and health information in hard copy must be kept in locked filing cabinets. The Parish is obligated to ensure confidentiality of records.

**Baptism and other parish registers**

The Parish does keep baptism, marriage, death registers. These registers do contain personal information. Old registers are kept in locked filing cabinets. At times there are requests for baptism, marriage and death information to be given to family members. The Parish Priest is the only person who has permission to do this and must ensure that individuals requesting the information are related family members.

**Disclosure of information to Third Parties**

We will not disclose information to third parties except in cases where required by law. All such third parties will be bound contractually to keep any information provided confidential.

**How long is information stored?**

Information will be kept according to Diocesan guidelines.

*Privacy Policy and Access to Record – Anglican Parish of Christ Church Essendon - February 2015*