



Privacy Statement (Safe Church)

ADOPTED WADCorp 14/12/2017

Introduction

The Anglican Diocese of Wangaratta respects your privacy.

In all of our work we act in accordance with the Australian Privacy Principles established by the Privacy Act 1998 (Cth) and the Health Privacy Principles established by the Health Records Act 2001 (Vic). Those principles require us to take measures to ensure that any **personal information** or **health information** in our possession is properly acquired, stored, and used.

Definitions

Personal information means information or opinion about a person, whether or not the information is true.

Health information means information or opinion about a person's health, including their mental health.

The scope of this policy

This statement sets out how we will deal with personal information and health information reviewed as part of our Safe Church processes, including complaints made to the Director of Professional Standards and information provided as part of the Reportable Conduct Scheme.

Responsibility

The Corporation of the Diocese of Wangaratta is responsible for implementation and review of this statement/policy.

Collection of personal and health information

We collect personal information to enable us to receive, assess, investigate and report (where necessary) allegations or notifications about the abuse of vulnerable persons, including children.

In some cases, this will include information which is sensitive information about a person's racial or ethnic origin, religious or political beliefs or criminal record. We only collect that information with your consent or where we are expressly permitted by law to do so.

We collect health information where it is necessary for us to do so. Wherever possible we do so with your consent.

Wherever possible, we will collect personal information directly from the person whose information it is. If we collect personal information about you from a third person, we will inform you of that collection unless to do so would be unreasonable in the circumstances.

Giving us information anonymously

In some cases we can collect information from you without you disclosing your identity. In other cases, we will not be able to offer or guarantee that you can remain anonymous. You can speak to the Director of Professional Standards or email them without disclosing your identity, but in many cases we may not be able to properly investigate your notification without knowing who you are. If you are concerned about disclosing your identity you can discuss that with the Director when you make your notification.

Use of information

We will use the personal and health information we collect for the purpose of carrying out our professional standards and Safe Church functions. This may include using it for confidential dispute resolution processes, for reports to the Commission for Children and Young Persons under the Reportable Conduct Scheme, for actions to keep parishioners and the public safe from the risk of abuse, and for investigations and action under our professional standards legislation. For example, if you notify us about your concern that someone is or may be being abused in a church setting, we may use that information to investigate any church worker implicated in that abuse, inform police and or the Commission for Children and Young Persons, and act to protect the person at risk of abuse in their parish or other church setting.

Disclosure of information

We will only disclose personal and health information where it is necessary and where it is being disclosed for the purpose for which it was collected or a related purpose. Information you provide is not disclosed generally within the Diocese but only where it is necessary. In some cases we are required by law to disclose personal information to the police or to the Commission for Children and Young Persons. Unless prevented by law, we will tell you before we disclose information you provide to anyone outside of the Diocese of Wangaratta.

Storage of personal and health information

We understand the importance of ensuring that personal and health information is kept safe. The Director of Professional Standards keeps notification files secure and their files are not available to the diocese without proper reason. Diocesan files relating to allegations of misconduct, including abuse, are also kept secure and only accessible by authorised persons.

Accuracy of information

The Diocese of Wangaratta will take all reasonable steps to ensure that the personal and health information it collects for its professional standards and Safe Church functions is accurate.

Access to information

You may request access to the personal information we hold about you. Whether we are able to provide access will depend on the nature of the information we hold, the purpose for which we hold it, whether access would prevent us from performing our functions and whether any other person's privacy would be affected. If we refuse you access we will tell you why.

If you think the personal information we hold about you is inaccurate you can request that it be corrected. If we decide not to correct the personal information in the way you request, we will record the fact that you dispute the accuracy of the information in our records.

Complaints

If you have a concern about the way your personal information or health information has been handled, you can raise that concern with the Diocesan Privacy Officer by contacting the Diocesan Registrar on 03 5721 3484 or registrar@wangeratta-anglican.org.au.

If you are not satisfied with how your concern is handled you can contact the Office of the Information Commissioner using the details at <https://www.oaic.gov.au/privacy/privacy-complaints>.