

Anglican Parish of St Theodore's Toorak Gardens

Privacy Statement

Your privacy is important to us.

We are committed to protecting your privacy and to ensure that we uphold your trust.

This Privacy Statement is created in compliance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles. This Privacy Statement together with the Anglican Parish of St Theodore's Toorak Gardens Privacy Policy, sets out how we handle your personal information. The Anglican Parish of St Theodore's Privacy Policy is available from the parish website <http://theodores.org/> or from one of the wardens or the parish priest.

1. What we collect

The information that we collect about you will vary depending on the nature of involvement and the activities that you choose to be involved in. We only collect information that is reasonably necessary for the activities you are seeking to be involved in. You are not required to provide the personal and/or sensitive information that we request, but if you chose not to provide it, it may hinder or prevent your involvement or inclusion in some activities and communications and the degree of pastoral support and care that we can provide.

The personal information that we collect includes data such as name, address, telephone numbers, email, and if applicable, family details (spouse, children, etc.).

Some personal information is considered 'sensitive information'. We will not collect sensitive information unless we have the individual's consent to do so, or it is required or authorised for legal reasons, or pursuant to an exemption under the *Privacy Act*.

Personal Information that is no longer necessary for the parish to retain will be destroyed or de-identified.

2. When we may disclose your information to third parties

We handle personal information in accordance with our Privacy Policy. Below are some specific examples of where we may disclose your information to third parties.

- To comply with legislative reporting requirements.
- Releasing information when legally required to do so.
- Notification to police and other persons if necessary to protect you or someone else from a serious or imminent threat to life or health.
- Releasing information to the Diocese for notification of parish office holders.

We use a variety of physical and electronic security measures including restricting physical access to our office and password protection on our software systems to prevent unauthorised access.

Generally, you have a right to access personal information we hold about you. Please contact one of the wardens or parish priest if you require details of the personal information we hold about you, or if you would like more information about our approach to privacy.

If you have a complaint about the way we handle your personal information, please contact the Diocesan Privacy Officer by telephone on 08 8305 9350 or by writing to the Privacy Officer, Anglican Diocese of Adelaide, 18 King William Road, North Adelaide SA 5006 or by email to privacy@adelaideanglicans.com.