



Parish of Saint Thomas the Apostle

PO Box 685 Coorparoo 4151 Australia

Ph +61 7 33981154 Fax +61 7 33981023

Email stthomas@bne.catholic.net.au

PRIVACY POLICY & PROCEDURE

Scope

St Thomas' Parish collects and administers a range of personal information. Our Parish is committed to protecting the privacy of personal information it collects, holds and administers.

St Thomas' Parish recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies.

St Thomas' Parish is bound by Queensland Privacy Laws, the Information Privacy Act 2009, as well as other laws, which impose specific obligations when it comes to handling information. The Parish has adopted the respective Privacy Principles contained in the Queensland Privacy Laws and Archdiocese of Brisbane Privacy Statement as minimum standards in relation to handling personal information.

In broad terms this means that we:

- Collect only information which the Parish requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

St Thomas' Parish will adhere to the Procedures outlined below.

Collection

We will:

- Only collect information that is necessary for the performance and primary function of St Thomas' Parish
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.



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Use and Disclosure

- Generally we only collect and disclose personal information about you (or sensitive information with your consent) for purposes reasonably required for the performance of our functions and activities.
- Generally, we only disclose personal information to overseas parishes for the purpose of recording sacraments in accordance with Church law.
- Information may be exchanged with other groups within St Thomas parish and with St Thomas' Primary School if the purposes are reasonably required for the performance of our functions and activities.
- For other uses we will obtain consent from the affected person.

Data Quality

We will:

- Take reasonable steps to ensure the information we collect is accurate, complete, up-to-date, and relevant to the functions we perform.

Data Security and Retention

We will:

- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification.
- Only destroy records in accordance with Administration & Records Management Policy.

Openness

We will:

- Ensure stakeholders are aware of St Thomas' Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the Parish's website.

Access and Correction

We will:

- Ensure individuals have a right to seek access to information held about them and to correct it if it is considered to be incorrect.
- Only release personal information about a person with that person's expressed permission.
- Release information to third parties where a request is made in writing by the person concerned.



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Responsibility

The Parish Pastoral Council and Parish Priest are responsible for adopting this policy.

The Parish Pastoral Council, Parish Priest and all staff members, contractors and volunteers are responsible for the implementation of this policy.

The Parish Priest is responsible for monitoring changes in Privacy legislation and for reviewing this policy as and when the need arises.