

Next of kin/emergency contact forms

The forms contain a request for parishioners to tell their next of kin/emergency contact that their details are being given to the parish. Forms are kept in the parish office and only used if an emergency occurs.

Guide to Mundaring Parish

The Guide lists names and ministry contacts. It is available to current Parish members and newcomers as part of our Welcome Pack. Permission to include contact numbers is obtained prior to publication.

Parish Website

Our website may contain information, photographs and articles about parish activities and events. If you have any concerns about the personal information of yourself or a family member being on the website please advise the Parish Office.

Parish Matters

Our parish magazine Parish Matters contains articles about parish activities and events. This may include names and/or photographs of activities and events or as a writer of an article. Children's pictures are not included without first obtaining permission from parents/guardians and children's names are not published. The paper is distributed to parishioners, the Diocese, Shire and Library and others outside the parish. If you have any concerns about your own or a family member's information or images appearing in the magazine please advise the Parish Office.

Registrations

If you have completed a Newcomer, kids@church or Move to Music registration, the cards are kept in a locked cabinet and only used for parish purposes. The newcomer welcome card gives the option for your information or photographs to not be included in parish publications.

Questions, concerns and complaints

As a parish we consider it a reasonable expectation that you would wish to be included in our publications and on the website as a member of our parish community. If you do not wish your personal information to be included in publications or the website or displayed in any way or if you have any questions, concerns or complaints regarding your privacy please contact the Wardens, Rector or Parish Office.



ANGLICAN PARISH OF MUNDARING

privacy statement

**Parish Centre and Parish Office
(next door to Epiphany Church Mundaring)
11 Mann Street, Mundaring 6073
Tel: 9295 1029
Email: mundaringparish@westnet.com.au
www.mundaringanglicanparish.com**

Rector: Rev Kim Thomas

Wardens: Sylvia Randall

Julie Ryan

Noelene Teague



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Purpose

To ensure best practice principles are adopted for the storage and use of personal information of people collected, provided to and retained by the parish.

Definition

Personal information is defined as information about an individual whose identity is apparent or can reasonably be ascertained by that information.

Australian Privacy Principles and Diocesan Privacy Policy

The Australian Privacy Principles contained in schedule 1 of the *Privacy Act 1988* and the Anglican Diocese of Perth Privacy Statement were referred to in developing our parish privacy statement.

Details of the *Privacy Act 1988* are found at The Office of the Australian Privacy Commissioner website www.privacy.gov.au. Diocesan Policy Guideline 42 relating to Privacy can be found on the Diocesan website www.perth.anglican.org.

Use of information

Personal information will only be used to carry out parish business within the parish and Diocese and in material developed by and for the parish or Diocese. Personal information may be released when we believe it is appropriate to comply with the law, protect our own or others' rights, property, or safety and to those with a valid and legitimate purpose.

Storage of information

Personal information is securely stored and computers have password only access. Some parish information is stored in the central Diocesan archives.

Use of electronic media

This Privacy Statement needs to be read in conjunction with the parish **Electronic Media** brochure.

Owing to the ease and speed at which personal information of individuals can be violated and misused, the parish has adopted an electronic media policy. This policy sets out parish standards for engaging in the use of email, social media and other online communication tools with care and discernment. This includes the use of all electronic devices, including smart phones.

While it may seem harmless to take photographs of people, especially children, and send them on to third parties, or to include a mixture of parish and non-parish email addresses in an email communication, both have the potential to be misused at a local, national or even international level.

Responsible use of electronic media means everyone can enjoy the benefits of online communication in engaging with each other and the community.

Parish Roll and Nomination to Office

Application forms for the Parish Roll are stored in a locked cabinet. Outdated forms are destroyed (shredded). These forms are a requirement for being an Enrolled Member of the parish, eligibility to nominate for election to parish offices and to vote at Annual Meetings.

Nomination for election forms are stored in a locked cabinet. If you are elected or appointed as a parish officer, your name and contact details will be provided to the Diocese for communication purposes and may be used in parish information and publications in relation to the office held.

Parish Directory

Our Parish Directory contains names and contact details of people on the parish Electoral Roll and is updated annually.

You have full control as to the amount of personal contact details are contained in the Directory and can request not to be included in the Directory or be removed from the Directory at any time (this will be done at the next annual update).

A copy of the Directory is available to all parishioners on the understanding it is for use only for parish communication. The Directory, a copy of the Directory or any of its pages is not to be given to people outside the parish for any reason. People are required to dispose of old copies of the Directory in a responsible manner. The Directory is not to be used to compile email address lists for forwarding chain messages or telephone numbers for unsolicited calls (for commercial or any other purpose).

Statutory Records

Records about pastoral rites such as Baptisms, Welcomes to Communion, Confirmations, Marriages and Funerals, containing brief details of those involved, are held in the parish in a locked office.

Pew Sheet

Pew Sheets contain information relating to the organising and attending of liturgical and social events. Also, birthdays and anniversaries may be included for celebratory purposes. Pew Sheets are distributed to parishioners, others outside the parish and displayed on the website.