

COVID-19 attendance records: Processes have been implemented consistent with privacy obligations for obtaining and safely maintaining records mandated by the WA Government for contact tracing, to comply with requirements now in effect under the Protection of Information (Entry Registration Information Relating to COVID-19 & Other Infectious Diseases) Act 2021.

Parish Website: Our website contains 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 magazine contains articles and photos about activities and events. The magazine is distributed to parishioners, Diocese, Shire, Library and others, and put on our website. Children's pictures are not included without first obtaining permission from parents/guardians and are not identified. If you have any concerns please advise the Parish Office.

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

Questions, concerns and complaints: We consider it a reasonable expectation that you be included in our publications and website as a member of our parish community. If you do not feel comfortable with this, or if you have any questions or concerns regarding your privacy contact the Wardens, Rector or Parish Office.



Priest-in-Charge: Revd Oliver Yengi

Parish Centre and Parish Office
(next door to Epiphany Mundaring)
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Email: mundaringparish@westnet.com.au
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[Updated 18 July 2021]

We respectfully acknowledge the Whadjuk people of the Noongar Nation, who are the traditional custodians of this land. We pay our respects to Elders both past and present.

Privacy statement

ANGLICAN
PARISH OF
MUNDARING



Purpose and Definition: 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. 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 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.

Safe Ministry Checks: Applications for ministry roles and referee reports will be held by the parish until an application has been submitted to, and a decision made by, the Diocese as to whether the application is approved. After this, the original copy of the application and referee report will be sent to the Diocese for retention by the Diocesan Office of Professional Standards.

Applicants can make a request to the Diocese to view personal information held by them.

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 any perceived benefits of online media without fear of being misrepresented, bullied or harassed.

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 and may be used in parish information and publications in relation to the office held.

Parish Directory: You have full control as to the amount of personal contact details contained in the Directory and can request not to be included or be removed at any time (at the next update). A copy of the Directory is available to parishioners on the understanding it is for use only for parish communication. The Directory, a copy 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 in a responsible manner. It is not to be used to compile email address lists for forwarding chain messages, lobbying, or telephone numbers for unsolicited calls (for commercial or any other purpose).

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.

Storage of information: Personal information is securely stored and computers have password only access. Some parish information is stored in the central Diocesan archive.

Statutory Records: Records of Baptisms, Welcomes to Communion, Confirmations, Marriages and Funerals, contain brief personal details, and are stored in a locked office.

Next of kin/emergency contact forms: Forms give the parish the name of a responsible person to contact in the event of an emergency. Forms are kept in the parish office and only used if an emergency occurs.