

Uniting Church Privacy Policy Frequently Asked Questions or FAQs

1. What you must do when you collect personal information

Personal information is information or an opinion about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

When the Uniting Church ("the Church") collects personal information from an individual it must take reasonable steps at that time (or as soon as is practicable thereafter) to provide the individual with the following information:

- (a) how to contact the Church;
- (b) the fact that he or she is able to gain access to the information held by the Church;
- (c) the purposes for which the information is collected by the Church;
- (d) the organisations (or types of organisations) to which the Church usually discloses information of that kind;
- (e) any law which requires the particular information to be collected by the Church; and
- (f) the main consequences (if any) for the individual if all or part of the information is not provided to the Church.

2. What you must do when you collect sensitive information

Sensitive information is information or an opinion about an individual's:

- racial or ethnic origin;
- political opinions;
- membership of a political association;
- health information;
- religious beliefs or affiliations;
- philosophical beliefs;
- membership of a professional or trade association;
- sexual preferences or practices;
- membership of a trade union;
- criminal record; and
- health information about an individual.

The information referred to in paragraphs 1(a)-(f) should also be provided to the individual at the point of collection of sensitive information or as soon as practicable thereafter.

3. After the personal or sensitive information is collected it should be securely stored

Personal or sensitive information should be securely stored by those persons who:

- have authority or control over the record in which the personal information appears;
- use the personal information on a regular basis;
- are responsible for its storage.

Similarly, access to personal and sensitive information should be restricted to those persons who:

- have authority or control over the record in which the personal information appears;
- use or disclose the personal information on a regular basis; or
- are responsible for the storage of the personal information.

4. What do you do if a request is made to access or correct personal or sensitive information?

- You should ensure that the person who has made the request is in fact the subject of the personal information;
- You should consult National Privacy Principle 6 and determine whether or not an exception to access and correction applies. You can obtain the National Privacy Principles from the Privacy Officer;
- If it is established that the personal information is not accurate, complete and up-to-date the Church must take reasonable steps to ensure that the personal information is made accurate, complete and up-to-date;
- If the Church and the individual are unable to agree on whether the personal information is accurate, complete and up-to-date then the Church must take reasonable steps to associate a statement with the personal information to the effect that the personal information is not accurate; and
- Any charges for access must not be excessive. The Church cannot charge a person for merely making an application for access.

5. Why does the Church collect personal information?

The Church collects personal information about individuals in order to fulfil its spiritual, pastoral, social, educational and administrative functions.

For example, dates of birth and marriage are collected by the Church for pastoral and administrative functions.

Such information may also be provided to Church archivists and used to document the social and cultural history of the Church. Personal information may also be disclosed to researchers and historians of the Church.

6. Does the Church use personal information for secondary purposes?

The Church's policy is to confine its use of personal information to the primary purpose for which it was collected. This means the Church will primarily use personal information in order to fulfil its spiritual, pastoral, social, educational and administrative functions (the primary purposes).

The Church may use personal information for a secondary purpose (any purpose other than a primary purpose) if it has obtained the consent of the person concerned.

The Church will use personal information for a secondary purpose where consent is not required by the NPPs. Consent is not needed where the secondary use is related to the original purpose of collection, that is, to fulfil the spiritual, pastoral, social, and administrative functions of the Church and the person concerned would reasonably expect the information to be used for the secondary purpose.

7. Does the Church release personal information to other organisations/persons?

The Church's policy is to confine its disclosure of personal information to the primary purpose for which it was collected. This means the Church will primarily disclose personal information in order to fulfil its spiritual, pastoral, social, educational and administrative functions (the primary purposes).

The Church may disclose personal information for a secondary purpose (any purpose other than a primary purpose) if it has obtained the consent of the person concerned.

The Church will disclose personal information for a secondary purpose where consent is not required by the NPPs. Consent is not needed where the disclosure is related to the original purpose of collection, that is, to fulfil the spiritual, pastoral, social, educational and administrative functions of the Church and the person concerned would reasonably expect the information to be disclosed for the secondary purpose.

The Church does not provide or sell personal information for the purposes of direct marketing. However, if the Church uses or wishes to use the personal information it collects for the purpose of direct marketing, it may be appropriate to obtain consent or make it clear at the point of collection that the information is sought for that purpose.

8. Why does the Church collect sensitive information?

The Church collects sensitive information about individuals in order to fulfil its spiritual, pastoral, social, educational and administrative functions.

The Church's policy is that where necessary, it will seek the consent of the person concerned before it collects, uses or discloses such information. The consent to collect use and disclose sensitive information should be in writing.

However, because the Church is a non-profit organisation it is permitted to collect sensitive information without consent where:

- the sensitive information relates to members of the Church or to a person who has regular contact with the Church in connection with Church activities and
- at or before the time the Church collects the sensitive information, the Church undertakes to the person concerned not to disclose the sensitive information without the person's consent.

9. Does the Church use sensitive information for a secondary purpose?

The Church's policy is to confine its use of sensitive information to the primary purpose for which it was collected. This means the Church will primarily use sensitive information in order to fulfil its spiritual, pastoral, social, educational and administrative functions (the primary purposes).

The Church may use sensitive information for a secondary purpose (any purpose other than a primary purpose) if it has obtained the consent of the person concerned.

Consent to use sensitive information for a secondary purpose is not required where:

- the secondary purpose is *directly* related to the primary purpose of collection and
- the individual would reasonably expect the Church to use the sensitive information for the secondary purpose.

10. Does the Church release sensitive information to other organisations/persons?

The Church's policy is to confine its disclosure of sensitive information to the primary purpose for which it was collected. This means the Church will primarily disclose sensitive information in order to fulfil its spiritual, pastoral, social, educational and administrative functions (the primary purposes).

The Church may disclose sensitive information for a secondary purpose (any purpose other than a primary purpose) if it has obtained the consent of the person concerned.

However, the Church will disclose sensitive information for a secondary purpose where consent is not required by the NPPs. Consent is not needed where the disclosure is:

- *directly* related to the original purpose of collection and

- the person concerned would reasonably expect the information to be disclosed for the secondary purpose.

Privacy Officer
NSW Synod
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