

ANGLICAN DIOCESE OF RIVERINA



PRIVACY POLICY

Approved by Diocesan Council 8th April 2026

Review Date 8th April 2029

1. Introduction

This policy is intended to:

- encourage sensitivity and appropriate respect for individuals in the collection and use of information for Church purposes.
- provide formal guidelines for the Diocese, Parishes and Mission Districts to ensure protection of people's privacy in accordance with the Australian Privacy Principles.
- encourage open and transparent management of personal information which aligns to the principles of the Diocese's Safe Ministry and Child Safe Policy.

Scope of this policy

This policy applies to all Parishes and Mission Districts associated with the Diocese including:

- a) All Clergy and other Church Workers whether paid or voluntary, ordained or lay,
- b) Boards, Councils and Committee members,
- c) Parish members and contractors associated with the Diocese of Riverina or Parishes and Mission Districts within the Diocese.

Responsibility

The Diocesan Council of Riverina is responsible for the implementation and review of this policy.

2. Protection of Privacy

Collection

It is a requirement for the Diocese and Parish Councils to collect personal information about Church Workers and potential Church Workers including their religious practices. In addition, it is usual for the Diocese and Parish Councils to collect information from service providers, contractors and agents. It is important that the collection of personal information is fair, lawful and not intrusive. A person must be told the name of our organisation, the purpose of collection, how to get access to their personal information and what happens if the person chooses not to give the information.

Use and disclosure

In relation to Church Workers or potential Church Workers it is a requirement to collect from such individual, the individual's name, contact details, date of birth and history of Church membership. In relation to individuals acting as service providers, contractors or agents of the Diocese or of a Parish Council it would be usual to collect from such individual the individual's name, contact details and relevant information concerning that individual's dealings with the Diocese or Parish Council. Information should only be disclosed for the purpose it was collected (primary purpose) unless the person concerned has consented, or a secondary purpose is related to the primary purpose, and if a person would reasonably expect such use or disclosure. A normal secondary purpose is communication about our activities, funding needs and philosophies.

Data Quality

Reasonable steps must be taken to ensure that the personal information collected, used or disclosed is accurate, complete and up-to-date.

Data security

Reasonable steps should be taken to protect the personal information held from misuse, loss and from unauthorised access, modification or disclosure.

Openness

A Privacy Policy information statement should be available outlining the information handling practices of the Diocese and Parish Councils and made available to anyone who asks for it.

Access and correction

Unless exempted from doing so by law, individuals should be permitted access to their own records. It is intended that any request for such access be made through the Parish Rector or Office of the Diocesan Registrar.

Identifiers

Identifiers that have been assigned by a Commonwealth Government agency (e.g. Tax File Number, Medicare number, Pension number etc.) should not be obtained, used or disclosed except where required by law (e.g. in the case of a Contractor – ABN; or where funds are invested with the Diocese – TFN).

Anonymity

Individuals should be given the option to interact with the Diocese or a Parish Council anonymously whenever it is lawful and practicable to do so.

Transborder data flows

The Diocese and Parish Councils should only transfer personal information to a recipient in a foreign country in circumstances where the information will have the appropriate protection.

Sensitive information

Sensitive information will not be collected unless a person has consented to its collection, it is required by law, or the collection is necessary to prevent or lessen a serious and imminent threat to the life or health of any other individual.

3. Acknowledgement

This policy has been adapted from one developed by the Anglican Diocese of Wangaratta.

4. Related documents

- Policies, included but not limited to:
 - Safe Ministry and Child Safe Policy
 - Safe Ministry and Child Safe Reporting Policy
- Internal legislation and associated protocols and guides:
 - Professional Standards Ordinance 2022
 - Professional Standards Protocol 2022
 - Diocesan Discipline Ordinance 2022
 - Diocesan Discipline Protocol 2022
 - Diocesan Due Diligence Protocol 2023
 - Administration Circular January 2026
 - Code of Conduct – Faithfulness in Service *General Synod + Extract*
- Legislation – External
 - [Australian Privacy Principles | OAIC](https://www.oaic.gov.au/privacy-law-privacy-act?australian-privacy-principles)
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5. Distribution

- Registry staff
- Riverina Diocesan Trustees
- All Parishes and Mission Districts
- Licensed Clergy and Clergy with Permission to Officiate
- Parish Councils
- Synod Members
- Director of Professional Standards
- Area Deans
- Archdeacons
- Director of Vocations
- Ordination candidates
- Recruitment material
- Induction material (clergy, paid staff and volunteers)
- Public, via the diocesan website

6. Review

This policy will be reviewed every three years. The review process will provide an opportunity for Church Workers and members of the church community to contribute.

A review will also occur in the event that any incident arises that is in breach of this policy to identify if any aspect of this policy should be amended to make sure it remains relevant, accessible and effective.