

Description

This policy aims to ensure that those who handle information do so with diligence, care, confidentiality and grace.

The Sydney Presbytery may collect personal information of its staff, Ministers, members, volunteers, Congregations.

The information that is collected may include the following types of personal information: name; mailing or street address; email address; telephone number; age or date of birth; profession; occupation; or job title.

Personal information is collected so that the Presbytery might be able to send communications; arrange various activities, answer enquiries and provide information to undertake functions of the Presbytery.

Information will only be used for the purpose it was provided.

The Presbytery takes seriously the security and integrity of personal information and therefore will only provide access to personal information to those that need the information in order to fulfil their function and Ministry.

The Presbytery has integrated the Uniting Church in Australia Assembly document 'Assembly Privacy Policy'¹ and Commonwealth The Privacy Act² to guide and inform our use of personal information.

Applicability

This policy applies to Ministers, Staff, Volunteers, or Committees that has been given access to information gathered by the Presbytery in order to do its work and ministry.

If a person has been granted access to any personal information the Presbytery is bound and guided by the;

1. Privacy Act,
2. The Assembly Privacy Policy,
3. The Code of Ethics for Ministers or the Code of Conduct for Lay Leaders
4. The Regulations of the Church.

¹ http://assembly.uca.org.au/images/PDF/Assembly_Privacy_Policy.pdf

² <https://www.oaic.gov.au/privacy-law/>

Policy

1. Access to Personal Information

If you have access to personal information in order to do your ministry or task, you will;

- only use that information to fulfil your ministry or task
- seek to access only the information that you need, and where possible no other information
- practice confidentiality (unless you aware of someone at direct risk of harm)
- be aware of where and with who you are using or accessing this information (i.e. accessing this information in front of someone who doesn't have this access is not best practice as other information maybe disclosed unwillingly)
- notify and seek to close or release access to that information should you finish in that role, or if your ministry or task no requires it
- not use the information that you have access to for personal or financial gain in any way

2. Storing and Security of Personal Information

The Presbytery will hold personal information within online databases with passwords and with security features enabled, and in filing cabinets in a locked room.

In order to reduce the liability of unwilling shared information, you will;

- reduce any access to that information by establishing passwords and security keys, and access codes to any cloud storage
- seek to update these security features regularly
- not share your personal access with any one, but only share the information needed for that person or group to fulfil their ministry or task.
- Withdraw access to the information when they no longer need it
- lock the room where information is stored when you are not present, or another person who has reasonable access to the information is not present
- seek to destroy information that has been copied or printed if it is no longer needed, and likewise for any surplus hardcopies.

3. Sharing personal information

It is understood that we work together within a number of organisations, bodies, and Councils of the Church. In order to do that work some personal information has to be shared.

In order to reduce the risk and to build the integrity of privacy you will;

- not share information without reasonable permission from the person, who's information you are sharing
- not share more information then needed to fulfil the task or ministry that the information is related to
- endeavour to provide the information with the other parties in a fashion that retains the security (to the best of your ability) of the personal information provided
- inform the party/ies of who you are sharing the information with to practice confidentiality and security of the information shared
- seek to retract the personal information when the task is complete, or inform the recipient to ensure that any personal information is destroyed after the task or ministry is complete
- maintain and review on a regular basis those who have access to team and file sharing devices, access to email and to information facilities (including physical storage)
- maintain the integrity of information through making reasoned decisions about the information that you share and who you are sharing it with.

4. Updating and Maintaining Personal information

It is both a legal and ethical requirement that those who have personal information stored about and in relation to them are given that personal information in a way that does not share any other personal information that does not relate to them.

As this information can be accessed by the person that it relates to, it is important that you;

- update and maintain the personal information on a regular basis
- keep records and logs of the information that you have shared and its sources
- ensure that the personal information gathered is true, correct, respectful and reasonable

Breach of Policy

For any breach of this policy the Business Manager of the Presbytery will be notified and will decide to the extent of the breach and seek to contain the repercussions.

They will seek to work with the person to ensure they commit to best practice where possible, otherwise provide formal warning.

Disciplinary action can only be taken by the Executive Minister who will be briefed on the occurrence. The discipline process of the Regulations may be enacted and the Presbytery will seek legal advice and council should the breach warrant further proceedings.

Should the breach be caused or participated in by the Business Manager; the Executive Minister will be engaged to fulfil this responsibility.

Should the breach be caused or participated in by the Executive Minister, the Chairperson and Secretary of the Presbytery will be engaged to fulfil the responsibility of the Business Manager.

At any time, if the Business Manager is unable or finds that they cannot perform this responsibility due to their working or personal relationship with the person perceived to have breached this policy; they should seek guidance of the Executive Minister and or Secretary

Should a person or organisation's privacy be breached and or they are not happy with the way personal information has been handled, contact the Presbytery Secretary in writing so that an investigation can commence.

The outcomes from that claim will be communicated and the matter maybe finally resolved by the Standing Committee if required.

Document Control

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| Update Prepared by | Ian Goff |
| Date issued | 24 May 2022 |
| Endorsed by | Kent Crawford |
| Tabled | Standing Committee 28 April 2022 |
| Version N# | .02 |
| Edits from prior version | Minor edit and updated for improvements |
| Policy N# | HR02 |