



# ST JOSEPH'S MALVERN *Stepping out in Faith and Trust*

## **Personal Information Collection Notice** **Parish Sacramental Programme**

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Your privacy is important to us.

This Parish, as part of the Catholic Archdiocese of Melbourne, is bound by the *Privacy Act 1988 (Cth)* ("Privacy Act"), and the Australian Privacy Principles ("APPs") in the Privacy Act. The Parish respects and values the personal information that the parishioners and other members of the community are willing to entrust to it.

This Collection Notice refers to personal information about parents and their children collected in order to effect enrolments and bookings in the Parish's Sacramental Programme.

Any individual whose personal information is collected by the Parish has a right to gain access to the information, upon request to the address below.

### **Purposes for which the information is collected**

The information collected pursuant to this notice is for the following purposes:

- Administration of the parish's sacramental programme
- Ensuring that the Catholic Church's pre-requisite conditions for the administering of Sacraments are met
- Provision of care (including emergency medical care, as necessary) for children under the supervision of the parish
- Facilitating communication between parish staff and volunteer catechists and parents of enrolled children

### **Information that may be collected and held**

Personal information, which may include sensitive information, about:

- Children and their parents and/or guardians which may be related to children receiving the sacraments and pastoral care
- A child's enrolment at the parish school, or other schools
- Baptismal records of enrolled children
- Contact details of parents of children enrolled at the Parish School, or enrolled in catechetical tuition
- Details of children's medical conditions or allergies that may require emergency treatment
- Contact details of authorised emergency contacts for enrolled children.

No credit card or banking details are retained by the Parish in relation to enrolments.

Parents have the right to request deletion of all information provided at the conclusion of the Sacramental Programme.

### **Who might personal information be disclosed to**

The Parish may in particular circumstances disclose personal information held about an individual to:

- The Parish School
- Parish staff
- Another parish of the Archdiocese of Melbourne or another Catholic diocese
- Medical practitioners and emergency services
- Catechists
- Parents and / or guardians of enrolled children
- If required or authorised by an Australian law or court / tribunal order
- Anyone you authorise the parish to disclose information to.

### **Parish contact details**

St. Joseph's Parish  
47 Stanhope Street  
Malvern 3144

Telephone: (03) 8508 7200

Email: [info@stjosephsmalvern.org.au](mailto:info@stjosephsmalvern.org.au)

This Collection Notice was last updated on 12 January, 2017.