

PRIVACY POLICY COLLECTION STATEMENT

The Anglican Parish of St Catharine's Caulfield South acknowledges and respects the privacy of individuals. We support and endorse the National Privacy Principles contained in the *Privacy Amendment (Private Sector) Act 2000* and will comply with these principles whenever personal information as defined by the Act is collected by us.

In accordance with the National Privacy Principles:

1. We will only collect personal information from you with your prior knowledge and consent.
2. We will only use personal information provided by you for the purposes for which it was collected.
3. We will not disclose your personal information to a third party without your consent.
4. We will not disclose your personal information to other institutions and authorities except if required by law or other regulation.
5. We will remove personal information from our records when it is no longer required (except where archiving is required).
6. We have processes and policies to protect the personal information that we have under our control from:
 - unauthorised access;
 - improper use;
 - alteration;
 - unlawful or accidental destruction and accidental loss.
7. You have the right to access and correct your information held by us. We will provide a response to you within 10 working days of your written request.
8. To assist us to keep our information up to date, we ask you to notify us promptly of any change of address, contact details or circumstances.
9. We welcome your suggestions to improve our records, to make sure that you are well informed, and that your information is protected.