

CATHOLIC DIOCESE OF BROKEN BAY

PRIVACY COLLECTION NOTICE



CATHOLIC
DIOCESE OF
BROKEN BAY

Organisation:	<p>Catholic Diocese of Broken Bay (Diocese) and its parishes ('we', 'our' and 'us').</p> <p>You may contact us using the following details: Privacy Officer Catholic Diocese of Broken Bay PO Box 340 Pennant Hills NSW 1715 Email: privacyofficer@bbcatholic.org.au</p>
Facts and circumstances of collection:	<p>We may collect your personal information, including name, contact details (including telephone number and email), date of birth, residential and postal address and payment card details (including transaction details/history) for functions and activities organised by us. You will be made aware of when such collection occurs. Collection may be carried out by mail, online or in person directly from you.</p> <p>Where relevant, some sensitive information about you, such as religious affiliation, may be collected and disclosed when relevant and necessary for us to carry out our functions and to enable us to comply with applicable laws.</p>
Purposes of collection:	<p>We may collect your personal information for a number of reasons, including:</p> <ul style="list-style-type: none">providing religious services to you and the community, including administering sacraments and pastoral care;providing you with information that we think you might be interested in, in relation to news about, and events held by the Diocese;carrying out fundraising campaigns and appeals, including use of information to process donations, and communicating with parishioners and our supporters;communicating with the public who contact us with queries, comments or complaints.
If personal information is not collected:	<p>You are not required to provide us with your personal information, but if you do not, we might not be able to provide certain activities, programs or services to you.</p>
Is the collection being made because of a law or Court order:	<p>The collection of personal information is not due to the requirement of a law or court order.</p>
The organisations we may disclose your personal information to:	<p>We may share personal information internally within the Diocese and its organisations, with third party service providers or the public, generally if the person to whom the information relates consents to the disclosure or would reasonably expect that such disclosure may be required, or if otherwise permitted or required by law.</p>

All information collected will be accessible by or shared with the administrative branch of the Diocese (Diocesan Chancery) for planning, reporting, administrative and fundraising purposes. Each parish in the Diocese, will, from time to time, share personal information with other parishes within the Diocese. This allows parishes to transfer information between them when the need arises.

Unless required or permitted by law, we will never publicly publish or disclose sensitive information, such as religious affiliation, for purposes other than for which such information was collected, without your consent.

Our Privacy Policy:

You can access our Privacy Policy at our website for more information about how we handle personal information.

Our Privacy Policy contains information about how you may access your personal information held by us and seek the correction of such information as well as how you may make and how we deal with privacy complaints.

Disclosure to overseas recipients:

Some third party providers we use, for example, for cloud storage of electronic data, may be located outside of Australia. We are committed to safeguarding personal information held by us and will comply with all applicable laws relating to the cross-border data disclosure.

RELATED POLICIES

Privacy Policy (External)

POLICY REVIEW

Review of this policy, related forms and resources will be undertaken every two years by the Privacy Officer in consultation and the approval of the Diocesan Financial Administrator.

REVISION/ MODIFICATION HISTORY

Date	Version	Current Title	Summary of Changes	Approval Date	Commencement Date
Feb 2018	1.	Privacy Collection Notice	New – for websites incorporating NDB	Feb 2018	Feb 2018
11/05/18	2.	Privacy Collection Notice	Updated	May 2018	May 2018
16/08/18	3.	Privacy Collection Notice	Review	Aug 2018	Aug 2018

APPROVED DATE/REVISION SCHEDULE

Approved by: Emma McDonald, Diocesan Financial Administrator

Date: 20 August 2018

To be Revised: 20 August 2020