



Synod Office Privacy Statement – Parish Officers and other Church leaders

Synod Office is the office of the Anglican Diocese of Adelaide and provides administrative, secretarial and business support services to The Synod of the Diocese of Adelaide of the Anglican Church of Australia Inc and to the Anglican Archbishop of Adelaide. It maintains records which are necessary for the functioning of the church within the Diocese. These records include contact details of people who are elected or appointed to hold office in parishes (parish officers) and other church leaders.

This Privacy Statement together with the Diocesan Privacy Policy, sets out how Synod Office handles your personal information.

1 What we collect

We collect information from parish officers and others who are involved in church leadership, when you are elected or appointed to a leadership role, when you participate in Diocesan activities and when you communicate with the Diocese. We collect information provided directly by you or by a person acting with your authority.

The types of personal information we collect from parish officers and others who are involved in church leadership, is usually limited to detailed contact information including name, date of birth, residential and mailing addresses, telephone numbers and email address, but also includes confirmation of your religious affiliation to the Anglican Church of Australia. Synod Office uses this information to satisfy governance reporting requirements (for example to the Australian Charities and Not-for-profits Commission), to provide services to you and to communicate and correspond with you. If you do not provide the requested personal information, you may not be able to fulfil the requirements of your leadership role in the church and Synod Office may be unable to provide you with support services to enable you to be compliant with external legal requirements and/or internal Diocesan requirements.

2 When we may disclose your information to third parties

We handle personal information in accordance with our Privacy Policy. Below are some specific examples of where we may disclose your information to third parties.

- To comply with legislative reporting requirements, such as reporting to Australian Charities and Not-for-profits Commission.
- External service providers contracted by the Diocese to provide support services to the Diocese (eg administration of mail outs, information technology services).
- Releasing information in response to a warrant, subpoena, summons or written demand from a government authority with the power to demand the information or where otherwise legally required to do so.
- Notification to police and other persons if necessary to protect you or someone else from a serious or imminent threat to life or health.

We use a variety of physical and electronic security measures including restricting physical access to our office and password protection on our software systems to prevent unauthorised access.

Generally, you have a right to access personal information we hold about you. If we deny your request in some circumstances we will tell you why.

Please contact the Privacy Officer by telephone on 08 8305 9350 or by writing to the Privacy Officer, Anglican Diocese of Adelaide, 18 King William Road, North Adelaide SA 5006 or by email to privacy@adelaideanglicans.com to ask for access to your personal information, if you have a complaint about the way we handle your personal information, or if you would like more information about our approach to privacy.