



**Table 1 – Privacy Policies**

It is a requirement of the Privacy Act and the Australian Privacy Principles that the Parish and the Parish School each have its own Privacy Policy.

The Privacy Policy must include the following information:

- The kind of personal information collected and held;
- How personal information is collected and held;
- The purposes for which personal information collected, held, used and disclosed.

The Parish and Parish School should each review their Privacy Policy to see whether it makes provision for the sharing of information between the Parish and Parish School as set out below:

Subject	Parish	Parish School
<b>Purpose of collection</b>	Administer the sacraments and pastoral care  Keep parishioners informed about matters relating to spiritual life, through correspondence and newsletters  Look after the spiritual and physical wellbeing of parishioners  Provide care for children under the supervision of the parish  Fundraising  Assess job or volunteer applications  Manage volunteers  Encourage the participation of parishioners to build community and support the groups, activities and works of the Parish	To keep Parents informed about matters related to their child's schooling, through correspondence, e-news and other online spaces  Day-to-day administration of the School  Looking after pupils' educational, social and medical wellbeing  Fundraising activities for the School and the Parish  Keep parents informed about matters relating to the Parish, its groups, activities and works  To satisfy the School's legal obligations and allow the School to discharge its duty of care



Subject	Parish	Parish School
	Satisfy the Parish’s legal obligations and allow the Parish to discharge its duty of care	
<b>Information that may be collected and held</b>	Personal information which may include sensitive information about: <ul style="list-style-type: none"> <li>• Children and their parents and/or guardians which may be related to children receiving the sacraments or pastoral care;</li> <li>• A child’s enrolment at the Parish School, after care facility or sporting association;</li> <li>• The parents of children enrolled at the Parish School, after care facility or sporting association;</li> <li>• Adults receiving sacraments or pastoral care and witnesses to sacraments;</li> <li>• Job applicants, volunteers and contractors;</li> <li>• Parishioners involvement in a Parish group or activity;</li> <li>• Fundraising including banking or other payment details</li> </ul>	Personal information which may include sensitive information about: <ul style="list-style-type: none"> <li>• Pupils and parents and/or guardians (‘Parents’) before, during and after the course of a pupil's enrolment at the School;</li> <li>• Involvement in the Parish, its groups, activities and works;</li> <li>• Job applicants, staff members, volunteers and contractors; and</li> <li>• Other people who come into contact with the School.</li> </ul>
<b>Who might personal information be disclosed to</b>	The Parish may in particular circumstances disclose personal information held about an individual to: <ul style="list-style-type: none"> <li>• The Parish School;</li> <li>• Parish groups nominated by the Parishioner;</li> <li>• Another Parish or the Archdiocese of Melbourne;</li> <li>• Government departments;</li> <li>• Medical practitioners;</li> <li>• People providing services to the Parish, including volunteers and any third party service providers;</li> </ul>	The School may disclose personal information including sensitive information, held about an individual to: <ul style="list-style-type: none"> <li>• School service providers, including the Catholic Education Commission of Victoria (CECV), Catholic Education Offices specialist visiting teachers, counsellors and sports coaches, and other dioceses;</li> <li>• Third party service providers that provide educational support services or applications to</li> </ul>



Subject	Parish	Parish School
	<ul style="list-style-type: none"> <li>• Recipients of Parish publications;</li> <li>• Parents and/or guardians;</li> <li>• If required or authorised by an Australian law or court/tribunal order;</li> <li>• Anyone you authorise the Parish to disclose information to</li> </ul>	<p>schools and school systems such as the Integrated Catholic Online Network system (ICON) and ‘Google Apps for Education’ (GAPE) including Gmail;</p> <ul style="list-style-type: none"> <li>• Applications, online tools or other services provided by a third party which the school uses to support or enhance the educational or pastoral care services for its students;</li> <li>• Another school to facilitate the transfer of a student;</li> <li>• Government departments;</li> <li>• Medical practitioners;</li> <li>• Recipients of School publications, such as newsletters and magazines;</li> <li>• Student’s parents or guardians;</li> <li>• The Parish to enable it to build community and support the works of the Parish;</li> <li>• Anyone you authorise the School to disclose information to; and</li> <li>• Anyone to whom we are required or authorised to disclose the information to by law.</li> </ul>



**Table 2 – Collection Notice**

The Privacy Act and the Australian Privacy Principles require that an individual is aware of the information being collected, the purpose of collection and to whom the information may be disclosed. This information is provided as part of a Collection Notice.

The Parish and Parish School should each review their Collection Notice to see whether it makes provision for the sharing of information between the Parish and Parish School in relation to parishioners as set out in Table 2 below:

<b>Subject</b>	<b>Parish</b>	<b>Parish School</b>
<b>Purpose</b>	<p>To enable the Parish to provide religious services to its community including administering the sacraments, and pastoral care to parishioners, including to the children of parishioners</p> <p>To allow the Parish to meet its legal obligations</p> <p>To provide care for children while under the supervision of the Parish</p> <p>To discharge its duty of care</p> <p>Fundraising</p> <p>To request and engage the services of parishioners as a volunteer</p>	<p>To enable the School, Catholic Education Offices and the Catholic Education Commission of Victoria to meet their administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the School</p> <p>To enable the School to satisfy its legal obligations and discharge its duty of care</p> <p>To engage in fundraising activities for the School and Parish</p> <p>Keep parents informed about matters relating to the Parish, its groups, activities and works</p>



<p><b>Disclosure</b></p>	<p>The Parish may in particular circumstances disclose personal information held about an individual to:</p> <ul style="list-style-type: none"> <li>• The Parish School;</li> <li>• Parish groups nominated by the Parishioner;</li> <li>• Another Parish or the Archdiocese of Melbourne;</li> <li>• Government departments;</li> <li>• Medical practitioners;</li> <li>• People providing services to the Parish, including volunteers and any third party service providers;</li> <li>• Recipients of Parish publications;</li> <li>• Parents and/or guardians;</li> <li>• If required or authorised by an Australian law or court/tribunal order;</li> <li>• Anyone you authorise the Parish to disclose information to</li> </ul>	<p>The School may disclose personal information including sensitive information, held about an individual to:</p> <ul style="list-style-type: none"> <li>• School service providers, including the Catholic Education Commission of Victoria (CECV), Catholic Education Offices specialist visiting teachers, counsellors and sports coaches, and other dioceses;</li> <li>• Third party service providers that provide educational support services or applications to schools and school systems such as the Integrated Catholic Online Network system (ICON) and ‘Google Apps for Education’ (GAPE) including Gmail;</li> <li>• Applications, online tools or other services provided by a third party which the school uses to support or enhance the educational or pastoral care services for its students;</li> <li>• Another school to facilitate the transfer of a student;</li> <li>• Government departments;</li> <li>• Medical practitioners;</li> <li>• Recipients of School publications, such as newsletters and magazines;</li> <li>• Student’s parents or guardians;</li> <li>• The Parish to enable it to build community and support the works of the Parish;</li> <li>• Anyone you authorise the School to disclose information to; and</li> <li>• Anyone to whom we are required or authorised to disclose the information to by law.</li> </ul>
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