

### Introduction

The Sydney Diocesan Secretariat (“SDS”, “we” or “us”) provides administrative, secretarial and accounting services to certain bodies and organisations of the Anglican Church of Australia in the Diocese of Sydney.

### Purpose

This Privacy Policy summarises how we will deal with the personal information of those who apply for employment with us.

### Commitment

We are committed to protecting your personal information in accordance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles.

### Definitions

For the purposes of this policy –

*Personal Information* is information or an opinion about an identified individual or an individual who is reasonably identifiable.

*Sensitive Information* information about your health, your race or ethnic origin, political opinions and religious beliefs.

### Personal Information

SDS will only collect the personal information for employment applications that is relevant to the application. For example, your name, address, telephone number(s), email, experience, educational and occupational experience, qualifications, performance in previous positions, personal interests, church involvement and so forth.

We may also collect the results of assessments or competency tests, and obtain criminal records checks where this is relevant to the recruitment process.

### Sensitive Information

Some personal information that we collect in the course of a recruitment process may be sensitive information.

The most common form of sensitive information we collect is in relation to religious beliefs. For example we may seek information about your religious beliefs, the church you attend and your church involvement, for the purpose of determining your suitability for employment with SDS.

### Collection & Storage

SDS may collect your personal information, including sensitive information, in various ways, including via telephone, our website, or in writing (including by email or other electronic means), or during the course of the interview process (such as by taking notes).

#### *Third Parties*

In most situations we collect your personal information directly from you or via a recruitment agent that we have appointed but there may also be occasions where we collect information from another third party. Examples include referees you have nominated, the results of assessments or competency tests and the results of criminal records checks. We may also make enquiries with your minister or pastor or others, where relevant, about your church involvement. On these occasions we will obtain the information with your prior consent.

#### *Unsolicited personal information*

If you provide us with personal information that we have not requested (e.g. by forwarding a copy of your resume) we will generally delete or destroy it as soon as practical after receiving it, unless the information may be relevant for potential employment opportunities, in which case we will retain it in accordance with this policy for an indefinite period if we have your agreement to do so.

#### *Collection of personal information required by law*

In certain circumstances we may be required or permitted by law to collect certain personal information about you. For example, we may need to collect your name, residential address, date of birth, and other types of personal information to comply with the following, among other legislation –

- ♦ *Anti-Money Laundering and Counter Terrorism Financial Act 2006*
- ♦ *Income Tax Assessment Act 1997 / Tax administration Act 1953*

You do not have to provide us with your personal information but if you do not provide us with the personal information that we need, we may not be able to employ you.

### Disclosure

Personal information that you provide to us will be used during the course of the recruitment and selection process. The information will often be distributed internally to the relevant manager and selection panel that is involved in the particular recruitment activity. The information will be treated in the strictest confidence and will not be distributed outside SDS unless we have your consent to do so.

### Record Keeping

Once the recruitment and selection process is complete the information will be held and stored in a secure location. Resumes and related information of unsuccessful applicants will be kept for a period of 3 months or a longer period if required for legal reasons, after which time it will be securely destroyed.

However, if your application is unsuccessful, we can, with your permission, retain your information for an indefinite period so you can be considered for other future vacancies.

### Protection

We take reasonable steps to protect any personal information that we hold from misuse, interference and loss and from unauthorised access, alteration and disclosure. For example, we implement the following security measures –

- ♦ security procedures for access to our internal office areas;
- ♦ security procedures within our offices (including, locked cabinets and file rooms for personal information that is particularly sensitive);
- ♦ IT security procedures including password protection, firewalls, intrusion detection and site monitoring; and
- ♦ a requirement for all staff to maintain confidentiality except insofar as disclosure is reasonably necessary for the proper performance of employment duties (as outlined in workplace policies and/or employment contracts).

### Access

You may access personal information we hold about you, subject to certain legal restrictions or exemptions. Where such restrictions or exemptions exist we will advise you of those reasons at the time of your request.

If you wish to access the personal information we hold about you or request that it be corrected or updated, you should contact our Privacy Officer using the contact details below.

While we do not charge you for a request for accessing your personal information you should be aware that we may charge a reasonable fee (which will be notified to you once you make a request) for our time and expenses in the following circumstances –

- ♦ if an extended amount of time is required to collate and prepare material for you; and
- ♦ if you wish to have your files photocopied for you.

We take reasonable steps to ensure that the personal information we hold about you is accurate, complete and up-to-date. However, we also rely on you to advise us of any changes to your personal information in a timely manner.

Please contact our Privacy Officer using the contact details below, if there are any changes to your personal information or if you believe the personal information we hold about you is not accurate, complete or up-to-date so that we can update our records accordingly.

### Complaint Handling

If you wish to make a complaint about a breach of this Privacy Policy or Australian Privacy Principles you can contact us using the contact details below.

You will need to provide us with sufficient details regarding your complaint together with any supporting evidence.

We will refer your complaint to our Privacy Officer who will investigate and determine the steps (if any) that we will undertake to resolve your complaint. We will contact you if we require any additional information from you and will notify you in writing of the outcome of the investigation within 30 days of the date your complaint is made or the date you provided us with any additional information.

If you are not satisfied with our determination, you can contact us to discuss your concerns or complain to the Australian Privacy Commissioner via [www.oaic.gov.au](http://www.oaic.gov.au).

### Changes to the terms of the Privacy Policy

SDS may update this Privacy Policy from time to time so please review it periodically on our website at [www.sds.asn.au](http://www.sds.asn.au) for any changes.

Your continued use of our services (including online services), requesting our assistance or the provision of further personal information to us (directly or via an authorised person) after this Privacy Policy has been revised, constitutes your acceptance of the revised Privacy Policy.

### Contact us

If you have a query relating to this Privacy Policy or wish to make a complaint, please contact us using the following contact details:

The Privacy Officer  
Sydney Diocesan Secretariat  
PO BOX Q190  
QVB Post Office 1230

Ph: 02 9265 1647  
Email: [szl@sydney.anglican.asn.au](mailto:szl@sydney.anglican.asn.au)

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## CHANGE HISTORY

Date	Comment
May 2014	Adoption of Policy