



Anglican Church of Australia

Anglican Long Service Leave Fund

PRIVACY POLICY

The Anglican Church of Australia Long Service Leave Fund respects your privacy. We are bound by the 2012 amendments to the Privacy Act 1988 (Cth) (Act), which include the Australian Privacy Principles.

The General Synod Office, the national office of the Anglican Church of Australia, is the Administration Manager of the Anglican Church of Australia Long Service Leave Fund, and employs persons for this purpose. We maintain records concerned with the administration of the Long Service Leave Fund nationally. These records include name, date of birth, ordination date and service dates of participants of the Fund, and contact details of dioceses and participating organisations and other bodies as deemed necessary from time to time.

By being a participant of the Long Service Leave Fund or otherwise providing us with your personal information (or authorising it to be provided to us by the diocese or participating organisation with whom you serve), you agree to your personal information being handled as set out in this Privacy Policy.

If we receive personal information about you that we have not requested (unsolicited personal information) we will generally, unless otherwise required or permitted by law, delete or destroy it as soon as practical after receiving it. If you provide us with unsolicited personal information about yourself we may retain this information if it is necessary for the provision of our services or to comply with our legal obligations, or we do so with your consent.

From time to time, we may provide participant, diocese or participating organisation details to third party service providers, agents or contractors where necessary to facilitate the administration the Long Service Leave Fund. Where appropriate, we may provide participant, diocese or participating organisation details to third party service providers, agents or contractors to facilitate the administration the Long Service Leave Fund. We may share participant information with the diocese or participating organisation with whom you serve, specifically for the administration of Long Service Leave entitlements. We may also disclose your information to government bodies, regulators, law enforcement agencies and any other parties where authorised or required by law. We will handle all personal information in accordance with the standards set out in our Privacy Policy.

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

Where appropriate we will handle personal information relying on the employee records exemption contained in the Privacy Act.

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

Please contact the General Secretary by telephone on (02) 8267 2700 or by email to generalsecretary@anglican.org.au 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, other members of the Anglican Church of Australia or our third party service providers, agents or contractors.