

**DOMINICAN FRIARS  
PROVINCE OF THE ASSUMPTION**



**PRIVACY POLICY**

**COMPLAINTS PROCEDURE**

24. The process allows an individual to:

- Apply first to the Privacy Officer who will deal with the complaint;
- Appeal the matter to the Privacy Committee of the Province, and finally to the Privacy Commissioner.

**CHANGES TO THE PRIVACY POLICY**

25. The Provincial may make changes to this Privacy Policy at any time. Such changes will be publicised to the Province.

***20 February 2002***

**INTRODUCTION**

1. This policy applies to applications to enter the Province of the Assumption of the Order of Preachers, to subsequent membership, and to information kept by the Province.
2. The Province has adopted the National Privacy Principles as its code of practice.

**PERSONAL INFORMATION COLLECTED**

3. The personal information collected on applicants and members of the Province is necessary for the functions and activities of the Province. It may comprise: the applicant's or member's name, address, occupation, age, contact details, family background, parents' present marital status and contact details, next of kin details, place of birth, country of citizenship, religious details and practices, health information including physical and psychological details and criminal charges, private health insurance details, Centrelink details, Medical and Health Card numbers, bank account details, formation assessments, academic records, and general correspondence. This list is not exhaustive.
4. When information is obtained from a third party, reasonable steps will be taken to ensure the subject is made aware of the matters.
5. Applicants will be asked to sign a release form regarding medical and psychological history and assessment.

### **THE PURPOSE FOR HOLDING PERSONAL INFORMATION**

6. The activities and functions of the Province necessitate the holding of personal information on applicants and members.
7. The reason for obtaining and storing this information is to understand better the needs, requirements and suitability of applicants and members.

### **USE AND DISCLOSURE OF PERSONAL INFORMATION**

8. Personal information collected may be accessible by superiors and formators on the basis that it will remain confidential. It is accessible by a limited and defined number of people.
9. If an applicant or member applies to another religious institute or diocese, the Province is required by Canon Law to provide a report to such institute or diocese.
10. Personal information will not be released to third parties unless:
  - the applicant or member has consented to the disclosure;
  - the Province is required or authorized by law to do so;
  - the Province considers itself to have been released from their duty of confidentiality so that there is no alternative but to respond publicly.
11. If personal information is sent overseas it will be subject to the same systems of access and storage as apply in Australia.

### **PERSONAL INFORMATION: QUALITY**

12. This Privacy Policy is premised on ensuring the information held by the Province is accurate, complete and up-to-date.
13. If any of the information provided has changed or is considered incorrect, the person concerned should contact the Privacy Officer.

### **PERSONAL INFORMATION: SECURITY**

14. The Provincial Office and the houses of the Province have secure storage units with defined limited access.

15. This includes physical security, computer and network security, communications security and personnel security.
16. The purpose is to protect personal information from misuse, loss, unauthorized access, modification or disclosure.

### **ACCESS TO PERSONAL INFORMATION**

17. The Province will provide access to an applicant's or member's personal information that has been compiled after 21 December 2001.
18. Where the information has been compiled prior to 21 December 2001 it will be provided if it has been used or disclosed after 21 December 2001.
19. A request to access information should be made in writing to the Privacy Officer, care of the Provincial Office.
20. If a request is declined, the person making the request will be given the reason.

### **DESTROYING PERSONAL INFORMATION**

21. Personal information will be retained for an appropriate period as determined by the Provincial, and thereafter will be destroyed by a secure means.

### **OTHER INFORMATION**

22. From time to time, the Province keeps other information, including, for example, data banks of names, addresses and contact details of donors, clients and subscribers to occasional publications.
23. Such information will not be shared with other parties, but will remain confidential.