



Interdiocesan Tribunal of Sydney

New South Wales and the Australian Capital Territory

Privacy Policy

1. The Interdiocesan Tribunal of Sydney (**Tribunal**) is the Tribunal for the Archdiocese of Sydney, the Archdiocese Canberra and Goulburn, and the other dioceses in New South Wales, and is subject to the authority of all these diocesan Bishops and the Moderator of the Tribunal in accordance with Canon Law.
2. The Tribunal is committed to protecting all personal information, and does so in compliance with the *Privacy Act 1998 (Cth)*, and the Australian Privacy Principles, which are set out in Schedule 1 of that *Privacy Act*. See Appendix 1.
3. The Australian Privacy Principles govern, among other matters, standards, rights and obligations concerning:
 - the collection, use and disclosure of personal information;
 - the integrity and correction of personal information;
 - the rights of individuals to access their personal information.
4. This Policy states how the Tribunal manages and secures personal information of parties, witnesses and others who provide information to the Tribunal. It describes the kinds of personal information that the Tribunal holds and for what purposes, and how that information is collected, held, used and disclosed. It also states the way in which a complaint can be made about a breach of privacy and how such a complaint is handled.
5. The kinds of personal information collected and held by the Tribunal may include: name; postal and residential address; telephone; email; date and place of birth; citizenship; occupation history; education; financial circumstances; marital status and history.
6. The kinds of sensitive information collected and held by the Tribunal may include information or opinion about: racial or ethnic origin; religious affiliation or beliefs; sexual orientation or practices; criminal record; other information that may be relevant to the ministry of the Tribunal.
7. Personal and sensitive information is collected by people giving information to the Tribunal verbally, as well as by electronic or written statements.
8. The Tribunal will endeavour to obtain consent for collection and holding personal information, even though sometimes it is not possible or practicable to obtain consent. This may be due to such factors as: difficulty in locating an individual; an individual is incapable of communicating consent because of their physical or psychological state or their age; there is a reasonably perceived risk of harm to another person if an attempt was made to obtain such consent.
9. Personal information is collected and held by the Tribunal only for the purposes of the ministry of the Tribunal in reaching its decisions in accordance with Canon Law.
10. Personal information is disclosed as is required by Canon Law, only to personnel of the Tribunal or to personnel of other competent Tribunals of the Catholic Church. All personnel of Catholic Tribunals are subject to confidentiality requirements. Personal information may also be disclosed to civil authorities only as required by the civil law.
11. Personal information is retained by the Tribunal only in accordance with Canon Law.

12. Personal information is held securely by the Tribunal either in hard copy or electronically. The Tribunal will take reasonable steps to ensure the security, integrity and privacy of personal information, and will protect personal information from misuse, interference, loss, unauthorised access, modification or disclosure. The Tribunal will regularly review and update its security measures in light of technological developments.
13. Requests for access to personal information require verification of the identity of the person making the request. Requests can be made to amend personal information if it is found that the Tribunal has incorrect information.
14. The Tribunal may not give access to personal information in such circumstances as: where giving access would reasonably pose a serious threat to life, health or safety of any individual, or to public health or safety; where giving access would have an unreasonable impact on the privacy of other persons; where the request for access is frivolous or vexatious.
15. Where personal information is required to be disclosed to other, including overseas Tribunals of the Catholic Church, the Interdiocesan Tribunal of Sydney will inform such Tribunals of the requirements for the protection of such information in accordance with this Privacy Policy.
16. Because of the nature of the ministry of the Tribunal, and to ensure the integrity of the judicial process, individuals may not deal with the Tribunal anonymously or through a pseudonym.
17. Information about privacy issues may be obtained from the Tribunal, the contact details of which are below.
18. Complaints or concerns that the Tribunal has breached the Privacy Act are to be directed, in writing, to the Moderator of the Tribunal, Level 16, 133 Liverpool Street, Sydney NSW 2000. The Moderator will respond in writing to the complainant within 30 days.
19. If a person is not satisfied with the response of the Moderator of the Tribunal, a person may complain to the Office of the Australian Information Commissioner, GPO Box 5218, Sydney NSW 2001, 1300 363 992, enquiries@oaic.gov.au
20. This Privacy Policy is to be reviewed each year, then updated and published accordingly.

For further information about the Privacy Policy:

Interdiocesan Tribunal of Sydney
Level 7
133 Liverpool Street
Sydney NSW 2000
(02) 9307 8320
InterdiocesanTribunal@sydneycatholic.org

APPENDIX 1

Australian Privacy Principles (APP)

Principle	Title	Purpose
1	Open and transparent management of personal information	Ensures that APP entities manage personal information in an open and transparent way. This includes having a clearly expressed and up to date APP privacy policy.
2	Anonymity and pseudonymity	Requires APP entities to give individuals the option of not identifying themselves, or of using a pseudonym. Limited exceptions apply.
3	Collection of solicited personal information	Outlines when an APP entity can collect personal information that is solicited. It applies higher standards to the collection of sensitive information.
4	Dealing with unsolicited personal information	Outlines how APP entities must deal with unsolicited personal information.
5	Notification of the collection of personal information	Outlines when and in what circumstances an APP entity that collects personal information must tell an individual about certain matters.
6	Use or disclosure of personal information	Outlines the circumstances in which an APP entity may use or disclose personal information that it holds.
7	Direct marketing	An organisation may only use or disclose personal information for direct marketing purposes if certain conditions are met.
8	Cross-border disclosure of personal information	Outlines the steps an APP entity must take to protect personal information before it is disclosed overseas.
9	Adoption, use or disclosure of government related identifiers	Outlines the limited circumstances when an organisation may adopt a government related identifier of an individual as its own identifier, or use or disclose a government related identifier of an individual.
10	Quality of personal information	An APP entity must take reasonable steps to ensure the personal information it collects is accurate, up to date and complete. An entity must also take reasonable steps to ensure the personal information it uses or discloses is accurate, up to date, complete and relevant, having regard to the purpose of the use or disclosure.
11	Security of personal information	An APP entity must take reasonable steps to protect personal information it holds from misuse, interference and loss, and from unauthorised access, modification or disclosure. An entity has obligations to destroy or de-identify personal information in certain circumstances.
12	Access to personal information	Outlines an APP entity's obligations when an individual requests to be given access to personal information held about them by the entity. This includes a requirement to provide access unless a specific exception applies.
13	Correction of personal information	Outlines an APP entity's obligations in relation to correcting the personal information it holds about individuals.