



Synod Office Privacy Statement – Applicants for Safe Ministry Clearance

Synod Office is the office of the Anglican Diocese of Adelaide and provides administrative, secretarial and business support services to The Synod of the Diocese of Adelaide of the Anglican Church of Australia Inc and to the Anglican Archbishop of Adelaide. The Diocese is committed to providing a safe environment for ministry and church based activities and Synod Office collects and maintains records which are necessary to ensure that the Church can provide that safe environment. These records include personal information about people who apply for clearance (safe ministry applicants) to be involved in leadership and ministry roles within the Anglican Church in the Diocese of Adelaide or to be involved in other church based activities where they may come contact with young people or other vulnerable individuals.

This Privacy Statement together with the Diocesan Privacy Policy, which can be found on the [Diocesan website](#), sets out how Synod Office handles your personal information.

1 What we collect

We collect information directly from safe ministry applicants, for example on the safe ministry application form and when you communicate with the Safer Ministry Team in the Diocese. We collect information indirectly from persons named by you on the safe ministry application form, for example from the referees nominated by you. We may also collect information indirectly from the South Australian Department of Human Services, National Register for Professional Standards and other Professional Standards bodies. If an allegation were to be made that you were in breach of Professional Standards within the Diocese, we may also collect personal information from third parties as a result of investigating that allegation.

The types of personal information we collect from safe ministry applicants includes detailed contact information including name, mailing address, telephone numbers and email address, but also includes confirmation of your religious affiliation to the Anglican Church of Australia. We also collect information about criminal charges and about allegations of misconduct and inappropriate behaviour. Synod Office uses this information to determine your suitability for the role for which you are seeking clearance. Synod Office also uses the information to provide services to you and to communicate and correspond with you concerning training requirements and to keep you informed about the progress of your application. If you do not provide the requested personal information, you may not be able to fulfil the requirements of your intended role in the church and you may not be given clearance to be involved in that role or activity.

2 When we may disclose your information to third parties

We handle personal information in accordance with our Privacy Policy. Below are some specific examples of where we may disclose your information to third parties.

- To SAPOL or an external service provider for the purpose of obtaining a police check
- To government department responsible for conducting working with children checks
- To bodies responsible for the enforcement of professional standards for church workers within Australia, and overseas if you have lived overseas or if you leave Australia to live overseas
- To the National Register of the Anglican Church (Canon 12 of 2007)
- To comply with legislative reporting requirements
- To external service providers contracted by the Diocese to provide support services to the Diocese (eg implementation of the Diocesan professional standards framework, administration of mail outs, information technology services).
- Releasing information in response to a warrant, subpoena, summons or written demand from a government authority with the power to demand the information or where otherwise legally required to do so.



- Notification to police and other persons if necessary to protect you or someone else from a serious or imminent threat to life or health.

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

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

Please contact the Privacy Officer by telephone on 08 8305 9350 or by writing to the Privacy Officer, Anglican Diocese of Adelaide, 18 King William Road, North Adelaide SA 5006 or by email to privacy@adelaideanglicans.com to ask for access to your personal information, 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.