



Synod Wide Privacy

Policy Statement B

Statement

The Uniting Church in Australia, Queensland Synod through the Synod Standing Committee and, by virtue of the legislation, through The Uniting Church in Australia Property Trust (Q.) recognise its obligations to protect all personal information we collect and hold by handling personal information in accordance with the Australian Privacy Principles (APP) in the *Privacy Act 1988 (Cth)* (Privacy Act).

The objectives of the Synod's Privacy Policy is to:

- Promote the protection of the privacy of individuals
- Provide the basis for consistent regulation of privacy and the handling of personal information across the organisation
- Promote responsible and transparent handling of personal information by entities
- Provide a means for individuals to complain about an alleged interference with their privacy
- To follow the guidance contained of the Australian Privacy Principles.

The above objectives will be achieved through the adoption of the Synod-wide Policy developed in alignment with the APP Guidelines issued by the Office of the Australian Information Commissioner. Individual entities are expected to:

- i. Provide leadership, support, direction and resources to establish a sustainable privacy framework
- ii. Embed a culture of privacy within the workplace that enables compliance with Australian Privacy Policies, best practice standards and other requirements relevant to its activities
- iii. Systematically examine the effectiveness and appropriateness of privacy practices, procedures and systems to ensure they remain effective and appropriate
- iv. Regularly evaluate the privacy practices, procedures and systems to ensure continued effectiveness
- v. Be proactive, forward thinking and anticipate future challenges so as to ensure the organisation is in the best position to respond to new privacy issues
- vi. Provide transparent monitoring, reporting and escalation of Privacy matters on a timely basis to the respective councils/boards and, if required, the Audit and Risk Committee (ARC), for further escalation to the Synod Standing Committee.

Scope

This policy statement applies to all entities across the Uniting Church in Australia, Queensland Synod and their respective employees, ministry agents, volunteers and contractors.



Revisions

Document number		Policy Statement B			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
2.0	16.08.2021	Executive Leadership Team – minor changes (approval by Synod Standing Committee 01.11.2018)	16.08.2021	Executive Director Shared Services	Privacy Officer
Next scheduled review		16.08.2023			