



Our Lady of the Immaculate Conception Parish, Sunshine Privacy Policy

Policy Administration Schedule

Policy Owner	Parish Finance Council (or other relevant advisory body)
Policy applies to	This policy applies to all parish personnel—clergy, employees, contractors, and volunteers—and covers all parish activities where personal information is collected, used, stored, or disclosed (such as sacramental registers, pastoral care, fundraising, events, rosters, communications, and financial management), whether in paper or electronic form.
Approval Authority	Parish Priest – Fr. Peter Damien McKinley
Approval Date	18 September 2026
Next Policy Review Date	April 2027
Related Legislation, Policies, Procedures and Guidelines	• Privacy Act 1988 (Cth) • the Australian Privacy Principles • Health Records Act 2001 (Vic)
Version control - date and brief description of the latest change	1.0



Privacy Policy

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Introduction

Our Lady of the Immaculate Conception Parish, Sunshine (**the Parish**) is a parish within the Catholic Archdiocese of Melbourne. It is committed to safeguarding the privacy and confidentiality of personal information entrusted to us. In line with our Catholic values of respect for human dignity and the common good, we adhere to the *Privacy Act 1988* (Cth) (**Privacy Act**), the Australian Privacy Principles (**APPs**), and the Victorian *Health Records Act 2001* (Vic) (where applicable to us) (**Health Records Act**) to ensure that all personal information we collect, use, disclose, and store is handled with the utmost care and integrity.

What is personal information?

Personal information is any information or opinion about an identified individual or an individual who is reasonably identifiable, whether true or not or and whether recorded in some form or not.

Sensitive information is a subset of personal information which is given additional protection by the Privacy Act, and includes information about religious affiliation or beliefs, ethnic origin, criminal record and sexuality. Health information is also sensitive information and its handling in Victoria is also regulated by the Health Records Act.

Who is the 'Parish'?

The Parish refers solely to the Our Lady of the Immaculate Conception Parish which is located in *Sunshine* and includes the following churches and Mass centres:

- Our Lady of the Immaculate Conception Parish, Sunshine

What personal information does the Parish collect?

The Parish collects the following types of personal information:

- your name, address, telephone number, residential address, email address and other contact details;
- your date of birth, sex, gender, nationality, marital status, occupation, sacrament information;
- where you are actively involved in the parish on a voluntary or employed basis, your emergency contact, tax file number, medical information, Working with Childrens Check, Criminal History Check, identification documents (such as driver's licence, passport, and proof of age card), employment history, dietary information and academic information;
where you make a donation to the Parish, financial information such as your donation history and credit card details;
- images, photographs and/or recordings of you; and



where the Parish collects information of children or vulnerable people, the consent of the parent or guardian is required before the personal information is collected.

How does the Parish collect personal information?

The Parish collects personal information:

- from you (or your parent or guardian); and
- from third parties.

Collection from you (or your parent or guardian)

The Parish collects personal information directly from you through:

- *application forms and registration forms completed by you or by your guardian/responsible person; from face-to-face meetings, interviews and telephone calls; via forms on our website; and by other methods (such as by post or email)*
- *School submitted forms for sacraments.*

In the case of children and vulnerable persons, personal information will ordinarily be collected from and with the consent of the children's parents or guardians, unless direct collection is required or authorised by law.

In respect of employees, we may also collect your personal information indirectly through the conduct of our business and your employment, including (in accordance with our policies in place from time-to-time) but is not limited to, collection via CCTV footage, mobile phone records, emails, files and cache files.

Collection from third parties

Sometimes the Parish collects personal information from third parties. These third parties differ depending on the dealings you have with us, and may include third parties who interact with us on your behalf, referees (in respect of job applicants), complainants, investigators, health professionals, the National Redress Scheme, and third parties that provide working with children and criminal history checks. We may also collect personal information from public sources. This information may be provided to us by the Catholic Archdiocese of Melbourne (**the Archdiocese**).

Collection of information via our website

When you visit our website, we may use 'cookies' or other similar tracking technologies that help us track your website usage and remember your preferences. Cookies are small files that store information on your computer, mobile phone or other device. You can disable cookies through your internet browser, but if you do, our website may not work as intended for you.

Whilst we do not use browsing information to identify you personally, we may record certain information about your use of our website, such as which pages you visit, the time and date of your visit, search engine referrals, and the internet protocol (IP) address assigned to your computer.



Our web pages may contain electronic images, known as web beacons. These electronic images enable us to count users who have visited certain pages on our website. Web beacons are not used by us to access your personal information, but are simply a tool we use to analyse which web pages are viewed in aggregate.

Consequences of not providing personal information

In some circumstances you will be able to provide information requested by us anonymously or under a pseudonym. However, in many circumstances we will need to verify your identity, for example, to administer sacraments or to provide you with goods or services.

If you do not provide us with your personal information, or the information you provide is incomplete or inaccurate, we may be unable to provide you or a person nominated by you with the information, goods or services that you or they are seeking.

Why does the Parish collect, hold and use personal information?

The Parish collects, uses and holds personal information for various purposes, depending on the nature of our dealings with you, including:

- to administer the sacraments and to provide spiritual and pastoral care;
- to provide you with information about Parish and Catholic Church related activities (including with activities or events hosted by the Archdiocese), workshops, lectures, seminars, retreats, events, issues and initiatives;
- to consider and determine a petition;
- to provide services or goods to you or a person nominated by you;
- to seek, receive and administer offerings and donations from you;
- to enable the Parish to provide or receive goods and services;
- to comply with our legal obligations (including our obligations under Canon Law);
- to respond to queries, complaints or claims, including managing claims or litigation initiated by you or others, safeguarding and child protection;
- to assess employment and/or volunteer applications; and
- to manage our volunteers, employees, clergy and contractors, including our business planning, verifying compliance with our policies and procedures, managing complaints and insurance claims, ensuring the safety of parishioners, and protecting our and our parishes' business and legal rights.

Where the Parish has the consent of the parent or guardian to collect personal information of a child or vulnerable person, the parent or guardian consents to the Parish using the personal information of the child or vulnerable person for the purposes within this section.



Marketing and updates to you from the Parish

With your consent where required, we may send you emails or other communications, such as newsletters, about the Parish and our activities (including information about marketing, promotions, fundraising and research), along with communications about the Archdiocese and Catholic-Church-related activities, workshops, lectures, seminars, retreats, events, issues and initiatives, from time-to-time.

You are free to “unsubscribe” from any publication or marketing, promotional or fundraising communication that you receive from the Parish at any time. All marketing emails sent include an unsubscribe link in the footer of the email, or you can contact our Privacy Officer to do so (details at the end of this policy).

Does the Parish disclose personal information to anyone?

The Parish may disclose your personal information in a number of circumstances, for instance:

- where you have consented to us doing so;
- to the Catholic Archdiocese of Melbourne ABN 64 047 619 369 who may then disclose your personal information to:
 - other Catholic Church entities in Australia and overseas where the Archdiocese considers this to be reasonably necessary (for example, where necessary for the Archdiocese or the other Catholic Church entity to administer a sacrament, investigate a matter, or hold an event); and
 - third parties for the management of claims or litigation initiated by you or others, safeguarding and child protection and for the administration of redress schemes, including:
 - Pathways Response Victoria Ltd ABN 35 654 682 461;
 - Melbourne Archdiocese Catholic Schools Ltd ABN 18 643 442 371;
 - CatholicCare Victoria Limited ABN 51 857 084 361;
 - Australian Catholic Redress Limited ABN 59 629 494 873; and
 - Carelink (as a department of the Archdiocese); and
 - legal practitioners administering the Melbourne Response.
 - Personal information may also be shared within the Archdiocese for this purpose;
- to service providers, consultants, advisers or other third parties (in Australia or overseas) where that party has been contracted to provide administrative, event management, fundraising or other services to the Parish; and
- where required or authorised by law (including Canon Law).



Cross-border disclosure

Some of the recipients listed in the section above ('Does the Parish disclose personal information to anyone?') may be located outside Australia. As at the date of this policy, the Parish is likely (through the Archdiocese) to disclose personal information to recipients located in Italy, Canada, the United States of America, New Zealand, the United Kingdom, and any other country in which the Catholic Church exists.

Management and security of personal information

The Parish takes all reasonable precautions to safeguard your personal information from loss, misuse and interference, as well as unauthorised access, modification or disclosure. These steps include restricted access to the Parish offices and other areas where personal information is stored, and ensuring that personal information stored by us in electronic form are appropriately access controlled.

The Parish stores your personal information in hardcopy and/or electronically on servers managed by our trusted service providers.

Personal information will be retained by the Parish while it can use or disclose that information for a legitimate purpose under the APPs. When it can no longer use or disclose the personal information for such a purpose, the Parish will take reasonable steps to destroy or de-identify that personal information, where it is lawful for us to do so.

Correction of personal information

If you believe the personal information we hold about you is inaccurate, incomplete or out of date, please contact our Privacy Officer (details at the end of this policy). There may be circumstances where we are not required to amend your personal information, including where an exemption from the APPs applies.

Access to personal information

If you wish to request access to the personal information we hold about you, please contact our Privacy Officer (details at the end of this policy). In processing your request, we will comply with our obligations under the relevant privacy laws, noting that we may need to verify your identity before we allow you to access your personal information, and are not required to give you access in prescribed circumstances (including where an exemption from the APPs applies).

Data breaches

If you believe that a data breach has occurred in relation to your personal information, please contact our Privacy Officer (details at the end of this policy) providing any known details and circumstances.



OUR LADY OF THE IMMACULATE CONCEPTION

90-92 Monash Street, Sunshine 3020

Changes to this Privacy Policy

The Parish may, from time to time, update or change this privacy policy to ensure that it reflects the acts and practices of the Parish as well as any changes in the law. Any such changes will take effect from the time that they are posted at

<https://melbcatholic.org/sunshine>. The date of this policy is listed below.

How to contact us (including how to make a privacy complaint)

If you have any questions or concerns about this policy, if you wish to lodge a request to access or correct your personal information, or if you have a privacy complaint, please contact the Parish Privacy Officer at:

Email: *sunshine@cam.org.au*

Telephone: *03 9401 6344*

Post: *90-92 Monash Street, Sunshine VIC 3020*

The Parish will investigate your complaint and aim to resolve your complaint within 30 days of being notified of the complaint. If your complaint involves complex matters or requires further investigation the Parish may require more time to deal with your complaint. For further information about making a privacy complaint or the progress or outcome of any investigation, please contact the Privacy Officer using the details above.

For more information about privacy, or if you are not satisfied with how we have handled your complaint, you may contact the Office of the Australian Information Commissioner at:

Email: *enquiries@oaic.gov.au*

Telephone: *1300 363 992*

Post: *GPO Box 5288, Sydney NSW 2001 Australia*

Online: *www.oaic.gov.au*

This Privacy Policy is dated: *18 September 2026*