



Archdiocese of Hobart

PRIVACY STATEMENT		Document # AOHBP002	Print Date N/A
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Standard: Privacy Act 1988 (Commonwealth)		Approved By: Business Manager	Date Approved: 1 Aug 2014

1. Objective

The Roman Catholic Church Trust Corporation of the Archdiocese of Hobart (ABN 24 097 986 470) (**the Archdiocese**) is committed to respecting your privacy and your personal information. This statement sets out how the Archdiocese collects, uses and discloses your personal information. It also sets out some key parts of the Archdiocese's Privacy Policy. The Archdiocese's Privacy Policy may be viewed at <http://Hobart.catholic.org.au>.

2. Collecting your personal information

The Archdiocese will, if it is reasonable or practicable to do so, collect personal information directly from you. Sometimes you may not be aware that the Archdiocese has collected your personal information. If the Archdiocese collects your personal information, it will take reasonable steps to notify you of the collection.

On occasion the Archdiocese may collect personal information about you from other sources where it is necessary to do so. Examples of other sources that the Archdiocese may collect personal information from include, but are not limited to:

- a) schools;
- b) your relatives;
- c) the Archdiocese's service providers; and
- d) information that is publicly available on the electoral roll.

The Archdiocese may also collect your personal information if the collection of the information is required or authorised by law or a court/tribunal order.

3. Purposes for collecting personal information

The Archdiocese collects, holds, uses and discloses your personal information for the following purposes:

- a) to assess your account application;
- b) to establish and administer your account;
- c) to verify your identity;
- d) to consider any other application made by you for products or services;
- e) for customer relations purposes, including managing the Archdiocese's relationship with you;
- f) to comply with any applicable laws, regulations or codes of practice;
- g) to comply with any payment systems requirements;
- h) for information technology systems development and testing where the Archdiocese's internal computer system is upgraded;
- i) for the Archdiocese's internal operations, including record keeping, risk management, auditing, training, file reviews and account analysis;
- j) to investigate, resolve and prevent complaints;

- k) to make arrangements with other organisations to provide services in relation to the Archdiocese's products and services (for example, the Archdiocese may arrange for mailing houses to distribute account statements);
- l) to conduct fraud assessments;
- m) for reporting and data analytics purposes, including for regulatory, management, statistical or research purposes;
- n) direct marketing purposes; and
- o) for any other purpose for which you have given your consent.

If you don't want to receive any more direct marketing material from the Archdiocese, you can contact the Archdiocese's Privacy Officer at any time in accordance with paragraphs 6 and 7 of this statement.

4. What happens if you do not give the Archdiocese your personal information?

If you do not provide your personal information to the Archdiocese, the Archdiocese may not be able to:

- a) provide you with the product or service you want; or
- b) verify your identity.

5. Disclosing your personal information

The Archdiocese may only use and disclose your personal information for the purposes it was collected unless:

- a) you consent to the use or disclosure of the information for another purpose;
- b) the access, use or disclosure is otherwise permitted under the *Privacy Act 1988* (Cth); or
- c) you would reasonably expect the Archdiocese to use or disclose the information for another purpose.

Disclosing your personal information to third parties

The Archdiocese may disclose personal information about you to third parties. Examples of third parties that the Archdiocese may disclose your personal information to include, but are not limited to:

- a) the Archdiocese's service providers;
- b) the Archdiocese's agents, contractors and external advisors (for example, Archdiocese's lawyers, auditors and Catholic Development Fund Tasmania);
- c) any person acting on your behalf, including your legal and financial advisers;
- d) government and regulatory bodies, law enforcement bodies and courts as required or authorised by law;
- e) external dispute resolution bodies;
- f) other financial institutions; and
- g) any other person where you have given your consent.

Disclosing your personal information overseas

The Archdiocese is not likely to disclose your personal information to any overseas recipients.

6. Accessing and correcting your personal information

You have the right to access and correct personal information the Archdiocese holds about you.

You can find out how to access personal information that the Archdiocese holds about you and seek the correction of that information by:

- a) reading the Archdiocese Privacy Policy available at <http://Hobart.catholic.org.au>; or
- b) contacting the Archdiocese's Privacy Officer on (03) 6208 6222 or email on privacyofficer@aohtas.org.au and asking for a copy.

7. Complaints

You should let the Archdiocese know if you have any queries or concerns about a privacy issue.

You can find out how to make a complaint and how the Archdiocese deals with any complaints by:

- a) reading the Archdiocese Privacy Policy available at <http://Hobart.catholic.org.au>; or
- b) contacting the Archdiocese's Privacy Officer on (03) 6208 6222 or email on privacyofficer@aohtas.org.au.