

## Diocesan Council Privacy Policy

### 1. Objective

The objective of this policy is to maintain the privacy of individuals by meeting the Diocese's obligations under the Privacy Act 2020.

### 2. Definitions

"The Diocese"	shall mean the Anglican Diocese of Auckland
"The Diocesan Council"	shall mean the elected members of the council who are charged with the governance of the interests of the synod between sessions in accordance with the Diocesan Council Statute 2019.
"Diocesan Office"	shall mean those people who are employed by the Diocesan Council and/or work as part of the Episcopal Team at Neligan House.
"Ministry Unit"	shall mean a Parish, Mission District, Local Shared Ministry unit, Mission Venture or Cooperating Parish (where property is owned by the General Trust Board) in accordance with the Ministry Unit Statute 2013.
"Privacy Officer"	shall mean the person appointed by the Diocesan Office or Ministry Unit who works to make sure the unit complies with the Privacy Act 2020.

### 3. Background

In December 2020 the Privacy Act of 1993 was updated. The Act requires certain standards of care in the treatment of personal data. The 13 Privacy Principles of the Privacy Act 2020 outline how to safely collect, store, use, disclose, access, amend, and destroy personal data, whether in New Zealand or when dealing with overseas organisations.

### 4. Privacy Policy

Where the Diocesan Office or Ministry Unit deals with personal information of individuals, the following minimum standards are required to be undertaken to facilitate appropriate treatment of personal information:

- 4.1 The provision and implementation of a Privacy Statement/Policy;
- 4.2 The appointment of a Privacy Officer;
- 4.3 The facilitation of training in the obligations of the Privacy Act 2020 for all within the Diocese or Ministry Unit who deal with personal information of individuals
- 4.4 Management of a Privacy Register that tracks instances of:
  - a) Requests for access to personal data held by the Diocesan Office or Ministry Unit

- b) Requests for an amendment to personal information held by the Diocesan Office or Ministry Unit.
- c) Data breaches and Notifiable Data Breaches

## **5. Review**

This document will be reviewed annually by Diocesan Council.

Final Version April 2021

## **6. Reference**

Information – The Privacy Act 2020

Template – Diocesan Privacy Statement/Policy Template