

Privacy, Record Keeping and IT Policies

Prelature of Opus Dei in Australia and New Zealand

Last review date: 24 September 2020

Privacy Policy

The privacy of all individuals with whom the Prelature of Opus Dei in Australia and New Zealand interacts is very important and we are committed to protecting all personal information we collect and hold. The Prelature of Opus Dei in Australia and New Zealand does this by handling information in accordance with the relevant legislation in each state and territory.

We acknowledge that the privacy principles are designed to protect the rights of the individual, yet still allow access by particular authorities in specific circumstances and for specific purposes.

To meet our obligation to comply with these principles under privacy laws, we will ensure that we comply with these principles in regard to:

1. The necessity of personal information to be collected, and the means of collection of this information;
2. The use or disclosure of personal information about an individual;
3. Ensuring that information held is accurate, complete, and up to date;
4. The protection of information from misuse, loss and unauthorised access, modification or disclosure ;
5. The way in which personal information is managed, including the right of individuals to know what type of personal information relating to them is collected, held, used or disclosed;
6. Allowing individuals reasonable access to information held about them to the extent allowed by law;
7. The identification of individuals;
8. The transfer of personal information to persons in a foreign country except where allowed by law; and,
9. The collection of sensitive information without consent or legal authority.

Record Keeping Policy

It is essential that child safeguarding records are kept to comply with legislation and assist with any child protection queries or investigations that arise in future. The Prelature of Opus Dei in Australia and New Zealand adheres to the principles for records and recordkeeping recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse.

The Prelature of Opus Dei in Australia and New Zealand will create and keep full and accurate records about all incidents, responses and decisions affecting child safety and wellbeing, including child sexual abuse, and must keep the best interests of the child uppermost in all aspects of recordkeeping.

Records created should be clear, objective and thorough. They should be created at, or as close as possible to, the time the incidents occurred, and clearly show the author (whether individual or institutional) and the date created.

Records relevant to child safety and wellbeing, including child sexual abuse, should be maintained appropriately. These records are treated as confidential, are appropriately secured and can only be accessed by the Safeguarding Coordinator, the Child Protection Officer and members of the Regional Commission and Advisory of the Prelature of Opus Dei in Australia and New Zealand. Sharing or distribution of records is restricted to these persons and is conducted in accordance with relevant legislative and statutory requirements.

Records relevant to child sexual abuse are maintained and disposed of in accordance with legislative and statutory requirements, or after a period of 50 years, whichever is the longer.

Records relating to the engagement of persons working with children, including screening (eg. Working With Children Check Numbers) will be maintained by the Prelature of Opus Dei in Australia and New Zealand.

The Prelature of Opus Dei in Australia and New Zealand must also keep copies of all records of attendance at child safeguarding training and induction.

IT Policy: Acceptable use of information and communications technologies

1. The Prelature has established in its Code of Conduct clear expectations regarding access and use of online environments. The Safeguarding Coordinator will follow up the implementation of these policies through the training activities.

2. The Prelature may provide information technology equipment for the purpose of the work of governance and formation. It is recognised that the internet is valuable and widely used.

The following are deemed unacceptable behaviours, and must be avoided in every situation involving information technology equipment provided by the Prelature:

- Visiting internet sites that contain offensive, obscene, pornographic or illegal material
- Using a computer to perpetrate any form of fraud or piracy
- Using the internet or email systems to send offensive and harassing material to others
- Using obscene or racist language in computer-assisted communications
- Publishing defamatory or otherwise false material generated by oneself or by others through social networking
- Introducing any form of malicious software into the used network
- Intentionally damaging any information communication technology equipment
- Using another user's password, or giving that password to a third party.

3. All information technology equipment provided by the Prelature will have adequate firewall and computer filters to prevent access to offensive, obscene, pornographic or illegal material.

4. The Safeguarding Coordinator will routinely monitor the online environment to ensure that the information technology provided by the Prelature is used in keeping with these guidelines.

Sydney, 24 September 2020