



# Sisters of Charity of Australia

## Congregational Archives

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### PRIVACY PROTECTION POLICY

- 1. Purpose of policy.** The purpose of this policy (“the Policy”) is to provide a satisfactory standard of privacy protection to prevent the unreasonable disclosure of personal affairs of persons (data subjects) about whom personal information is held in the Congregational Archives (“the Archives”) of the Sisters of Charity of Australia (“the Congregation”).
- 2. Application of policy.** The Policy applies to the processing of personal information contained in the records held by the Archives (“the Records”).
- 3. Context of application of policy.** All processing of personal information in the Archives must comply with the requirements of (in order of priority) the Privacy Act 1988 (“the Act”), the Congregation’s Privacy Policy, this Policy, and any other policies and procedures applicable in the Archives.
- 4. Compliance with privacy legislation.** Compliance with privacy legislation. The National Privacy Principles (NPPs) in the Act are applicable to the Archives where the processing of personal information is subject to compliance with the Act (information collected or updated after 21 December 2001). Where the processing is not subject to compliance with the Act (information collected or updated before 21 December 2001), the Archives may depart from the NPPs but must remain within the terms of this Policy.
- 5. Collection of personal information.** The collection of personal information contained in the Records generally occurs before the transfer to the Archives. The Records selected for permanent retention are kept in the Archives for the principal purpose of preserving the Congregation’s corporate memory of its functions and activities.
- 6. Access to personal information.** Access to the Records is generally governed by the Archives’ Access Policy. Records containing personal information may be subject to restricted access under the Archives’ Access Policy and this Policy. A “Procedure for Granting Access to Personal Information” under this policy has been approved by the Superior General and Council and will be followed by the Archives to determine the outcome of a request for access. The outcome will usually depend on the purpose of the request, the standing of the person requesting access, of the data subject and of the personal information.
- 7. Access decisions.** An access decision under this Policy is made by the Archivist-in-Charge, and, if required, by the Superior General or a General Councillor. The decision made by the Archivist-in-Charge or a General Councillor can be reviewed at the request of the person seeking access. The request for review must be addressed to the Privacy Officer designated by the Congregation, where the records and information are subject to the Act. The request for review must be addressed to the Superior General or a General Councillor, where the records and information are not subject to the Act.

*Approved by the Superior General and Council, August 2002.*