



Presbyterian Church of Victoria Privacy Policy Compliance Checklist

The aim of this checklist is to assist sessions in the implementation of privacy practices within the Church. This checklist is for internal use only and does not need to be forwarded to any other PCV body. It is merely a tool to aid the Church as it seeks to comply with the PCV Privacy Policy and the Australian Privacy Principles.

The checklist is to be completed by a nominated member of the session and reviewed once a year to ensure practices are ongoing.

Remember that "collection" refers to any personally identifiable/sensitive information (as defined in the PCV Privacy Policy) about individuals that is recorded, either electronically or on paper, stored and used for any ministry or activity of the Church.

Item	Tick when completed
The Session have familiarised themselves with the privacy policy and minuted their adoption of it	
The PCV Privacy Policy made available via placement of the brochures in the church	
All relevant church personnel are aware of the Privacy Policy and the availability of the collection notice and standard forms via www.safechurchpcv.org.au/privacy/	
All relevant church personnel have been notified of the Privacy Training online presentation and the availability of an offline version (provided upon request to the Privacy Officer or via www.safechurchpcv.org.au/privacy/)	
A collection notice (see www.safechurchpcv.org.au/privacy/) is affixed to all forms used to collect personally identifiable/sensitive information from individuals for use in church ministries and activities	
When collecting personally identifiable/sensitive information from individuals the use of the information is made clear (e.g. to create a church directory or contact list or provide necessary information so a child can attend a church activity or camp) on the relevant forms	
When collecting personally identifiable/sensitive information from individuals it is made clear that the information is not to be disclosed externally or for the use of direct marketing or sales	
All personally identifiable/sensitive information about individuals collected and held by the church is secure and unable to be accessed by unauthorised individuals, whether held electronically or in paper form	
All personally identifiable/sensitive information about individuals collected and held by the church is regularly updated and destroyed or archived securely when no longer required. Individuals are informed that they may update their information at any time by contacting the relevant church personnel	
Handover protocols are documented and in place to ensure that personally identifiable/sensitive information about individuals is kept secure when there is a change in church personnel who handle this information	

Name of Church: _____

Checklist completed by: _____ Date: _____