



|   |   |
|---|---|
| <b>ORGANISATION<br/>IDENTITY AND<br/>CONTACT DETAILS:</b>               | <p>Catholic Diocese of Lismore (Diocese) and its parishes ('we', 'our' and 'us').</p> <p>You may contact us using the following details:</p> <p><b>Privacy Officer</b><br/>Catholic Diocese of Lismore<br/>10 Orion St<br/>LISMORE NSW 2480</p> <p><b>Email:</b> <a href="mailto:business@lismore.catholic.org.au">business@lismore.catholic.org.au</a></p>   |
| <b>FACTS AND<br/>CIRCUMSTANCES OF<br/>COLLECTION</b>                    | <p>We may collect your personal information, including name, contact details (including telephone number and email), date of birth, residential and postal address and payment card details (including transaction details/history) for functions and activities organised by us. You will be made aware of when such collection occurs. Collection may be carried out by mail, online or in person directly from you.</p> <p>Where relevant, some sensitive information about you, such as religious affiliation, may be collected and disclosed when relevant and necessary for us to carry out our functions and to enable us to comply with applicable laws.</p>                  |
| <b>PURPOSE OF<br/>COLLECTION</b>  | <p>We may collect your personal information for a number of reasons, including without limitation:</p> <ul style="list-style-type: none"><li>• providing religious services to you and the community, including administering sacraments and pastoral care;</li><li>• providing you with information that we think you might be interested in, in relation to news about, and events held by the Diocese;</li><li>• carrying out fundraising campaigns and appeals, including use of information to process donations, and communicating with parishioners and our supporters;</li><li>• communicating with the public who contact us with queries, comments or complaints.</li></ul> |
| <b>CONSEQUENCE IF<br/>PERSONAL<br/>INFORMATION IS NOT<br/>COLLECTED</b> | <p>You are not required to provide us with your personal information, but if you do not, we might not be able to provide certain activities, programs or services to you.</p>   |
| <b>IS THE COLLECTION<br/>BEING MADE BECAUSE</b>                         | <p>The collection of personal information is not due to the requirement of a law or court order.</p>  |

|   |   |
|---|---|
| <p><b>OF A LAW OR COURT ORDER</b></p>   |   |
| <p><b>THE USUAL DISCLOSURES OF THE PERSONAL INFORMATION COLLECTED BY US</b></p> | <p>We may share personal information internally within the Diocese and its organisations, with third party service providers or the public, generally if the person to whom the information relates consents to the disclosure or would reasonably expect that such disclosure may be required, or if otherwise permitted or required by law.</p> <p>All information collected will be accessible by or shared with the administrative branch of the Diocese (Diocesan Chancery) for planning, reporting, administrative and fundraising purposes. Each parish in the Diocese, will, from time to time, share personal information with other parishes within the Diocese. This allows parishes to transfer information between them when the need arises.</p> <p>Unless required or permitted by law, we will never publicly publish or disclose sensitive information, such as religious affiliation, for purposes other than for which such information was collected, without your consent.</p> |
| <p><b>OUR PRIVACY POLICY</b></p>  | <p>You can access our Privacy Policy at our website for more information about how we handle personal information.</p> <p>Our Privacy Policy contains information about how you may access your personal information held by us and seek the correction of such information as well as how you may make and how we deal with privacy complaints.</p>  |
| <p><b>DISCLOSURE TO OVERSEAS RECIPIENTS</b></p>                                 | <p>Some third party providers we use, for example, for cloud storage of electronic data, may be located outside of Australia. We are committed to safeguarding personal information held by us and will comply with all applicable laws relating to the cross-border data disclosure.</p>   |
| <p><b>PAGES</b></p>   | <p>2</p>  |