

# PRIVACY STATEMENT

## SCOPE

This summary sets out the key points about how the Catholic Development Fund (CDF) as an agency of the Diocese of Wollongong handles personal information.

The CDF, an agency of the Diocese of Wollongong (referred to in this document as we, us or our) operates Within the Macarthur, Southern Highlands, Shoalhaven and Illawarra regions of New South Wales as part of the Catholic Church. The privacy of all individuals with whom we interact is very important to us and we are committed to protecting all personal information we collect and hold. We do this by handling information in accordance with the Australian Privacy Principles in the Privacy Act 1988 (Cth) (Privacy Act).

Our full Privacy Policy can be found on the Diocesan [privacy policy page](#) at [www.dow.org.au](http://www.dow.org.au)

## COLLECTION OF YOUR PERSONAL INFORMATION

The CDF collects personal information (including sensitive information) from you through your interaction and application for the provision of products and services we offer. This may be collected in person, over the internet, via email or through a telephone conversation with you.

## DISCLOSURE

Generally we only collect and disclose personal information about you (or sensitive information with your consent) for purposes reasonably required for the performance of our agency. However we may share your information within the Diocese and its agencies to;

- Administer the sacraments and pastoral care;
- Keep you informed about matters relating to spiritual life, through correspondence and newsletters;
- Look after your spiritual and physical wellbeing;
- Provide care for your child(ren) while under our supervision;
- Fundraise, seek and administer donations;
- Tell you about events and developments in the Church and our community;
- Assess your job or volunteer application;
- Manage our volunteers;
- Satisfy the Diocese's legal obligations and allow the Diocese to discharge its duty of care.

We will also use personal information we collect from you for:

- Recruitment
- Placement operations
- Staff management (eg temporary or contract staff personal information)
- Training
- Client and business relationship management
- Marketing
- Other

### **ACCESS AND CORRECTION**

If you ask, in most cases we must give you access to the personal information we hold about you and take reasonable steps to correct it if we consider it is incorrect. We will try to make the process as simple as possible.

### **HOW TO MAKE A COMPLAINT**

You can complain to us in writing about how we have handled your personal information.

### **HOW TO CONTACT US**

Email [cdf@dow.org.au](mailto:cdf@dow.org.au)

Phone 02 4222 2444

Address PO Box 1494, Wollongong, New South Wales, 2500

### **MORE INFORMATION**

For more information about privacy in general, you can visit the federal Privacy Commissioner's website at [www.oaic.gov.au](http://www.oaic.gov.au).