

CMOA PRIVACY POLICY

The National Privacy Act 1988 (Cth), which contains the Australian Privacy Principles, mandates that the Catholic Church in Australia adopt privacy policies. Individual dioceses and our affiliated organisations that deal with personal data are subject to this requirement.

CMOA policies specify how we gather, use, retain, and safeguard personal information in accordance with the law.

Introduction

As a diocese of the Catholic Church, the Catholic Military Ordinariate of Australia (CMOA) engages in a variety of activities to carry out its mission of sharing the good news of Jesus Christ. In carrying out those operations, the CMOA may occasionally gather personal data. To satisfy its canonical and civil law obligations under the Code of Canon Law and under the Civil Law (both Commonwealth and State), the CMOA gathers the information.

Application

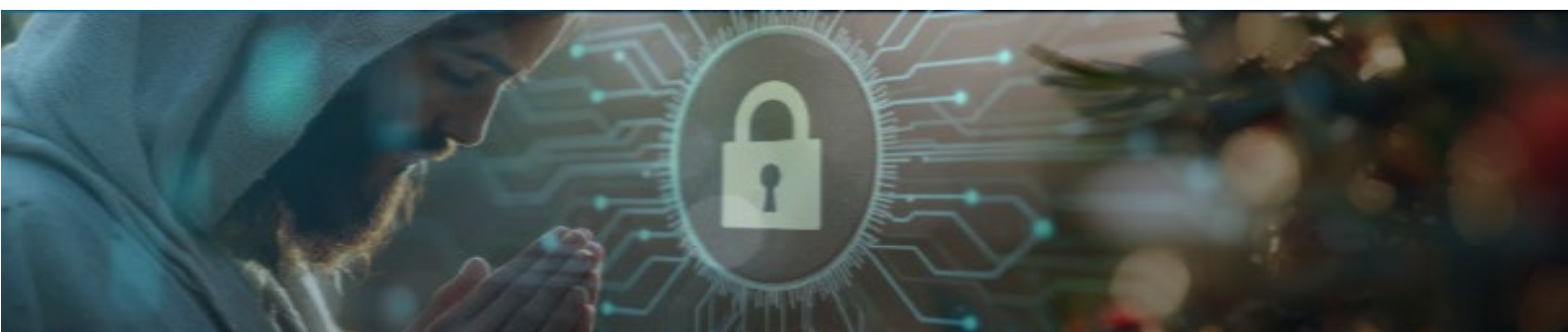
This policy applies to those Agencies of the CMOA which do not have their own privacy policies. This policy applies to:

- Members of the Catholic Church
- Volunteers, contractors and prospective employees of the CMOA
- Members of the public
- Any other parties to whom the Act applies

Records or information stored or gathered on behalf of or pertaining to current or former CMOA workers, priests, or religious organisations are exempt from this policy and the Act's restrictions. Personal data gathered before December 21, 2001, is not covered by this policy.

When the CMOA gathers and/or uses personal data, this policy is applicable. "Personal information" refers to any information or opinion on a person whose identity is evident or reasonably ascertainable from the information or opinion, whether it is true or not, it is documented in material form.

Sensitive information is one kind of personal data. Personal details like a person's race or ethnicity, religion, criminal history, sexual orientation, and union activity are examples of sensitive information. A person's health information is also considered sensitive information. Unless you give your permission and the information is either legally required or practically essential for one or more of the CMOA's tasks or operations, the CMOA will not gather sensitive information about you.



Purpose of Collection of Personal Information

The CMOA may, from time to time, collect personal information for many purposes which are reasonably necessary for the CMOA's functions or activities, including:

- to minister to the faithful and to provide pastoral care
- to provide administrative support to other Catholic Church Agencies for fundraising activities
- to assess the employment applications of prospective employees for other purposes that may arise from time to time

If practicable, you will be informed of the reason that your personal information is being collected at the time of collection. If it is not possible to inform you of the reason that your personal information is being collected at the time of collection, the CMOA will inform you of that reason as soon as possible after collection.

Collection of Personal Information

The CMOA may collect, from time to time, personal information in various ways, including:

- You providing personal information about yourself and/ or a member of your family to the CMOA, or a Catholic parish, school, welfare or other agency
- You provide the CMOA with your personal information and various documentation relating to possible employment with the CMOA
- Other collection methods that may arise from time to time.

The CMOA will endeavour to collect your personal information directly from you. Where this is not possible, where practicable, your consent will be sought prior to collecting your personal information from a third party. If it is not practicable to obtain your consent, the CMOA will have regard to the requirements and exemptions of the Act before making such a collection.

In the case of children, personal information will ordinarily be collected from their parents or guardians, unless specific and/ or unusual circumstances require that the collection be made directly from the relevant child.

For prospective employees, the CMOA may collect personal information by speaking with referees. The CMOA may contact applicants' previous employers who have not been nominated as referees. Should this be the case, applicants will be advised prior to such contact being made.

In some circumstances you will be able to provide information requested by the CMOA anonymously or under a pseudonym.



Information Held

The personal or sensitive information that the CMOA holds about you may include the following:

- Personal contact details
- Sacramental records
- Information relating to your application for employment
- Any health information required by law
- Any personal information about you that will enable the CMOA to satisfy its duty of care to other individuals with whom you may come into contact during your involvement with the Catholic Church
- Information relating to pastoral care needs
- Information relating to a child's enrolment at a Catholic school
- Any other information about you that may be relevant to the contact that you have with the CMOA

How Your Personal Information is Used and Disclosed

Your personal information will be used for the intended purpose or a connected secondary purpose. If the personal information is sensitive, it will be used for the reason for which it was collected, or for a directly linked secondary purpose. Your personal information may also be utilised for another reason, which includes:

- You would reasonably anticipate that happening.
- We have your consent.
- The CMOA is legally obligated to do so under the Act or otherwise

In general, any pastoral care, ministry, educational, or welfare requirements you may have will be addressed using your personal information. Your personal information will be used to determine if you are qualified for the job for which you have applied if you are a potential employee. Additionally, the CMOA may utilise your personal information to determine whether you are qualified for a position for which you have not applied. If this is the case, the CMOA will get your approval before considering you for the role. Additional secondary goals that are relevant are:

- to minister to the faithful and give pastoral care.
- to offer welfare and assistance for fundraising events.
- to evaluate potential workers' job applications.
- for additional uses that may occasionally occur.



For reporting purposes, the Vatican and other Catholic Church agencies may receive aggregated statistical data from the CMOA. Most of the time, there won't be any identifying characteristics in this data.

With numerous organisations and agencies, the CMOA is linked to, information can be shared between all CMOA associated church and ADF agencies.

Contractors to the CMOA may have access to your personal data under certain specific conditions. Confidentiality agreements are typically in place with these contractors to protect any personal information they may encounter while working with the CMOA.

The CMOA will not use, reveal, or assume a person's government-related identity as its own.

The CMOA will not use your personal information for direct marketing without your permission.

Without your prior consent, the CMOA will not disclose your personal information to overseas recipients (apart from aggregated statistical information provided to the Vatican). Before disclosing your personal information to an overseas recipient, the CMOA will take all reasonable precautions to ensure that the recipient does not violate the Australian Privacy Principles.

Storage of Information

The CMOA takes reasonable precautions to safeguard personal information against unauthorised access, loss, misuse, disclosure, or modification. These steps include restricting access to CMOA offices and other facilities where personal information is maintained, as well as computer files that can only be accessed by approved individuals using login identities and secret passwords. All CMOA agencies are expected to do the same.

The CMOA will preserve personal information for as long as it deems necessary. Any unsolicited personal information received by the CMOA will be reviewed to determine if it is essential to retain any of this information for the CMOA's functions or activities. If your unsolicited personal information is not required for the CMOA's tasks or operations or is not information that the CMOA might have lawfully gathered, it will be erased or de-identified in accordance with our regular procedure.



Data Breaches

If the CMOA suspects a data breach involving your personal information, its first step will be to determine whether a breach occurred and to contain the breach where possible.

The CMOA will next conduct a reasonable and timely assessment to establish whether the data breach in question is likely to cause substantial harm to you or another individual. If the CMOA has plausible reasons to support that such a data breach occurred, it will quickly notify you (or any other impacted person) and the Australian Defence Force (ADF), Australian Information Commissioner Office (OAIC) and /or Australian Cyber Security Centre (ACSC), plus our IT support agencies. The notification will include:

- a description of the data breach.
- the kinds of information concerned; and
- recommendations about the steps you (or any other affected person) should take in response to the data breach.

Accessing your Information

You have the right to seek access to personal information held on you. You can have access to your personal information, unless the Act specifies otherwise. The CMOA is allowed to charge you a reasonable fee for providing you with personal information, especially if photocopying is required.

The CMOA may ask you to provide proof of your identity e.g. drivers licence, to confirm your request so we can safeguard your privacy further.

To access your personal information, you must make a written request to:

The Chancery Office
PO Box 63
Campbell ACT 2612
Email: sec@cmoa.org.au

Website: <https://military.catholic.org.au/about-us/contact-us> or
<https://military.catholic.org.au/form/baptismal-record-request-form>



Accuracy of Information

The CMOA will take every reasonable precaution to ensure the accuracy of your personal information. If you want to change or modify your personal information, please send a written request to the Chancery Office. Your written request should specify the modifications you desire to make. You may request that the updated information be forwarded to other relevant organisations. Your written request should specify the organisation to which you wish the material transmitted.

Consequences of Not Providing Personal Information

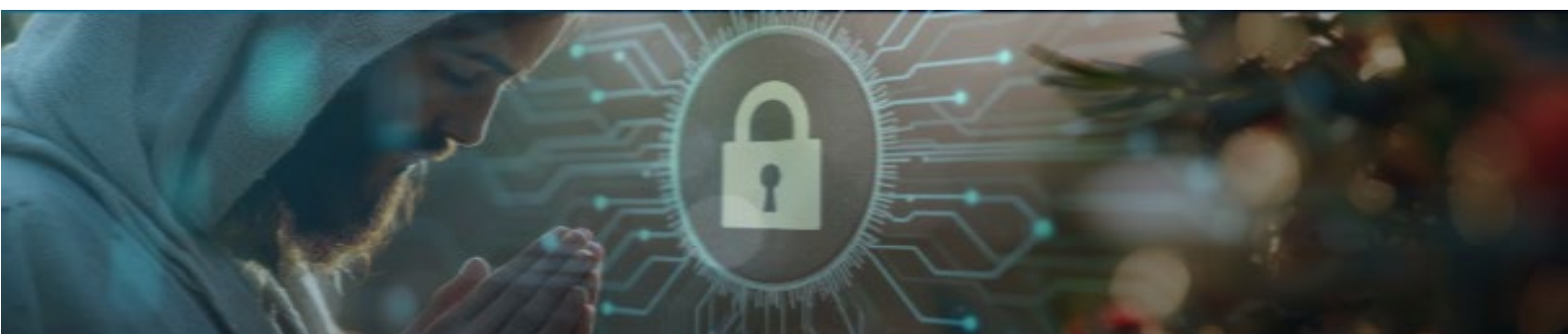
Subject to several limitations, the Military Diocese cannot gather your personal or sensitive information without your permission. However, if you withdraw your consent, the Military Diocese may have limited authority to:

- Attend to your welfare needs
- Attend to your child' s educational needs
- Attend to any pastoral care or other ministry needs that you may have
- Offer you employment
- Deal with any inquiries, difficulties or concerns that you may have

Concerns and Enquiries

If you have any questions regarding this policy or would like to file a complaint regarding how the Military Diocese handled your personal information, please first get in touch with:

The Chairman
Safeguard Advisory Committee
PO Box 63
Campbell ACT 2612
Email: sec@cmoa.org.au



You may next choose to file a complaint with the Office of the Australian Information Commissioner (OAIC), which oversees enforcing the Act, if the issue is not satisfactorily handled. The OAIC can provide information about how to file a complaint online at www.oaic.gov.au

The following are the contact details for the Office of the Australian Information Commissioner:

The Australian Information Commissioner's Office

GPO Box 5218

SYDNEY NSW 2001

Telephone: 1300 363 992

Facsimile: (02) 9284 9666

Email: enquiries@oaic.gov.au

Supporting Policies and Guidelines

- CMOA Media and Social Media Policy & Guidelines
- CMOA Safeguarding Policy
- Safeguarding Commitment Statement
- Cyber Security Policy and Response Plan

Issued	August 2025
Due for Review	August 2027
File Reference	

