

## Parish Personal Information Collection Notice

Our Lady of the Annunciation Parish Pagewood (referred to as “we”, “our” and/or “us”) is collecting your personal information (including your name, contact details (such as phone number and address), demographic information (such as age and occupation), financial information (such as credit card details), religious beliefs or affiliation, and photographs, videos and stories) so that we can:

- contact you;
- provide you with updates on our events and activities;
- provide you with services and information; and
- receive offerings and donations from you.
- record certain personal information in our Sacramental Register as required by Roman Catholic Canon Law Code 834-848 for ‘The Proof and Registration of The Conferral of Baptism’.
- locate sacramental register records of you and your family members for verification; as required for Sacraments, such as First Reconciliation, First Eucharist, Confirmation and Marriage; Roman Catholic Canon Law Code 834-848, & 854
- ascertain child safety logistics and determine whether we require NSW Office of Children’s Guardian ‘*Working with Children Checks*’ from you or any of your family member; depending on your involvement in the parish community.
- determine the suitability of ministries or parish roles; that you may volunteer for; and/or for us to invite you to participate in.

We may use the contact details you have provided to send you information and promotional materials related to our events, activities, functions and initiatives and Archdiocesan or Catholic Church updates and news, including, where you have opted in, via email or other digital communications.

We generally collect personal information directly from you.

If you do not provide us with the personal information we have requested, we may not be able to provide you with services or allow you to hold our parish voluntary roles; to the extent that they require us to collect, use or disclose personal information.

We may also disclose your personal information where we are required or authorised by Australian law to do so (including the *Income Tax Assessment Act 1997* (Cth)).

You can contact us by using the following details: telephone 02-9344 7914 or email [olapagewood@gmail.com](mailto:olapagewood@gmail.com) or post to OLA Pagewood Parish, 25 Donovan Avenue, NSW 2035