



Privacy Statement

This Privacy Statement refers to the collection and management of personal information within the Passionist Family Group Movement (PFGM) in Victoria and Tasmania.

The principles set out in this Privacy Statement also apply to the collection and dissemination of personal information for and within groups in each member parish.

General Purpose

Personal information that is collected or disseminated is used for the general purpose of providing formation and support for the members of the PFGM within the member parishes in Victoria and Tasmania.

Data Collection

Personal information is collected and managed by the State Team of the PFGM in Victoria and Tasmania.

Data is collected from the enrolment forms completed by people who wish to join a group, and from parish co-ordinators in each member parish who advise the State Team of the names and contact details for group leaders in that member parish. It may also be provided on application forms from people enrolling in PFGM formation activities.

Information that may be retained includes the name, address, telephone number and email address provided by people who are group leaders or parish co-ordinators in a member parish.

Individuals have the right not to provide all of their contact details.

Use and Disclosure

The data collected may be used to enable the State Team to contact people in leadership roles, either to invite them to formation activities related to their role within the PFGM, or to pass on information that is relevant to their role and activity within the PFGM.

Personal details may not be disclosed to anyone outside of the State Team of the PFGM in Victoria and Tasmania unless it is required to facilitate formation or leadership activities.

Security

An electronic copy of the names and contact details of current and past parish co-ordinators is held on the secure computer within the locked office at Holy Cross Retreat in Templestowe. A copy is also held by each of the Directors for the PFGM in Victoria and Tasmania on their personal, secure computers. A printed copy of the contact details for parish co-ordinators is held by each member of the State Team of the PFGM in Victoria and Tasmania.

Written information is held in a file in a locked filing cabinet in a locked office at Holy Cross Retreat in Templestowe.

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