

Privacy Policy Compliance Checklist

The aim of this checklist is to assist in the implementation of privacy practices among the Affiliates of the Churches of Christ Vic/Tas. This checklist is for internal use only and does not need to be forwarded to any other CCVT body. It is merely a tool to aid the Affiliate as it seeks to comply with the its Privacy Policy and the Australian Privacy Principles.

The checklist is to be completed by a nominated member of the Affiliate and reviewed once a year to ensure practices are ongoing.

The Privacy Policy has been reviewed and updated since March 2014 and includes reference to the Australian Privacy Principles (APPs)

Item	Complete
The Board have familiarised themselves with the Privacy Policy and have minuted their adoption of it.	
The Privacy Policy is readily available for free to the faith community and members of the public in hard and soft copy.	
All Affiliate personnel are aware of the Privacy Policy and the availability of the supporting resources such as collection wordings and sample statements for use in forms and documents.	
Individuals are informed that they may update their information at any time by contacting the relevant Affiliate personnel.	
A collection notice is affixed to all forms used to collect personally identifiable/sensitive information from individuals for use in ministries and activities.	
When collecting personally identifiable/sensitive information from individuals the use of the information is made clear on the relevant forms (e.g. to create a directory or provide necessary information so a person can attend an Affiliate activity).	
All personally identifiable/sensitive information about individuals collected and held by the Affiliate is secure and unable to be accessed by unauthorised individuals, whether held electronically or in paper form.	
All personally identifiable/sensitive information about individuals collected and held by the Affiliate is regularly updated, destroyed, or archived securely when no longer required.	
Handover protocols are documented and in place to ensure that personally identifiable/sensitive information about individuals is kept secure when there is a change in Affiliate personnel who handle this information.	
Data breaches (e.g. identifiable/sensitive information about individuals has been accessed by unauthorised persons) resulted in an 'effective' response that successfully reduced or removed the risk of harm to individuals, and which aligns with legislative requirements and community expectations.	

Affiliate Name: _____

Checklist completed by: _____ **Date:** / /