

NOTIFICATION OF SAFE MINISTRY REPRESENTATIVE

Parish Administration Ordinance 2008

The minister with the concurrence of the parish council must appoint a safe ministry representative. The representative must be 21 years of age or older and have completed safe ministry training within the last 3 years or within 3 months of their appointment.

Rule 7.5 of the Parish Administration Ordinance 2008 sets out the functions of the representative. The Professional Standards Unit has prepared a position description to assist the parish in recruiting for the role. This position description should be provided to the Safe Ministry Representative.

In particular the responsibilities of Safe Ministry Representative are to:

- Assist the minister to comply with child protection screening;
- Keep Safe Ministry Training records;
- Monitor and report on Safe Ministry systems and practice in the parish;
- Report abuse by clergy or church workers as required

It is preferred for the Safe Ministry Representative not to be a member of the Parish staff, but it is acknowledged that this may not be possible in all parishes.

DETAILS OF SAFE MINISTRY REPRESENTATIVE

Title	Full Name
<input type="checkbox"/> Mr <input type="checkbox"/> Miss	Surname:
<input type="checkbox"/> Mrs <input type="checkbox"/> Ms	
<input type="checkbox"/> Dr	Christian Names:

Personal details

Working With Children Check number:

Date of Birth:

Address and Contact details

Residential: _____ Postal: _____

Telephone numbers: _____ Email: _____
(H) _____ (H)
(W) _____ (W)
(M) _____

Name of Parish

Appointment Certification (to be completed by the minister)

I certify that the above person has been appointed as a Safe Ministry Representative in accordance with Chapter 7 of the Parish Administration Ordinance 2008.

Signature: _____ Date: _____

Privacy Consent (to be completed by the appointed Safe Ministry Representative)

The Archbishop's Office Privacy statement has been printed on the reverse page of this return or can be viewed at <http://www.sds.asn.au/site/103311.asp>.

I consent to this information being collected, used and disclosed in accordance with the Archbishop's Office Privacy Statement.

Signature: _____ Date: _____

**Please return once completed and fully signed to:
Diocesan Registry, PO Box Q190, QVB Post Office NSW 1230**

Archbishop's Office Privacy Statement

The Archbishop's office respects your privacy.

The Archbishop's office is responsible for supporting the Archbishop in discharging his episcopal functions and also administers the diocesan Registry, Professional Standards Unit and diocesan Archives.

We usually collect personal information such as a person's name, age, contact details, occupation and family details to discharge these functions but we may collect other personal information as well. We use this information for the proper administration of the Diocese including assessing ordination applicants, licensing clergy and lay people for ministry in the Diocese, administering professional standards within the Diocese and recording significant historical events in the diocesan archives. When we collect sensitive information, as defined in the Privacy Act, we will collect it with your consent when required to do so by law.

We may share your information with other entities who are members of the Anglican Church of Australia usually within but sometimes outside the Diocese of Sydney if this is relevant to the proper administration of the Diocese. We will handle such personal information in accordance with the standards set out in our Privacy Policy.

The Archbishop's office may disclose your personal information to third party service providers, agents or contractors such from time to time to help us to provide our services. If we do this, we generally require those parties to protect your personal information in the same way we do.

We use a variety of physical and electronic security measures including restricting physical access to our offices and the use of firewalls and secure databases to keep personal information held on IT systems secure from misuse, loss or unauthorised use or disclosure.

Where appropriate, we will handle personal information relying on the small business exemption.

Generally, you can access personal information we hold about you. If we deny your request in some circumstances we will tell you why. Please contact the Registrar at Level 2, St Andrew's House, Sydney Square, Sydney NSW 2000 or on 9265 1519 or at registrar@sydney.anglican.asn.au to ask for access to your personal information, if you have a complaint about the way we handle your personal information, or if you would like more information about our approach to privacy, other members of the Anglican Church of Australia or our third party service providers, agents or contractors.