

NOTIFICATION OF SAFE MINISTRY REPRESENTATIVE

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 Rules for Parish Administration sets out the functions of the representative:

A safe ministry representative has the following functions -

- (a) to ensure compliance by the minister or the minister's delegate with the Child Protection (Prohibited Employment) Act 1998 by persons appointed to a children's ministry position within the parish, and
- (b) to maintain records of the date and place of safe ministry training satisfactorily completed by persons appointed to a children's ministry position within the parish, and
- (c) to provide a report, at least annually to the parish council, that includes current policies and practices, and any suggested changes, to ensure the safety of children involved in the activities of the parish and such other matters as may be prescribed by the Safe Ministry Board, and
- (d) to report to the Director of Professional Standards, and in the case of a parish office holder, to the minister and any applicable delegate of the minister, knowledge or reasonable suspicion that a child who attends or has attended any activity of the parish has suffered child abuse or is at the risk of harm of child abuse from a parish office holder.

DETAILS OF SAFE MINISTRY REPRESENTATIVE

Title	Full Name
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Mr Surname:

Mrs

Miss

Ms Given Names:

Dr

Address and Contact details

Residential

Postal

Phone:

(H)

(W)

Fax:

(H)

(W)

Mobile:

Email:

Name of Parish

Parish

Provisional Parish

Recognised Church

Appointment Certification

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)

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

Signature: _____ Date: _____

A copy of the Archbishop's Office Privacy Statement is on the reverse side of this page or can be found at <http://www.sds.asn.au/site/103311.asp>

**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. 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 1, St Andrew's House, Sydney Square, Sydney NSW 2000 or on 9265 1519 or at pselden@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.