



PRIVACY POLICY

Kildare Ministries

CATEGORY: PUBLIC

FOR OUR COMMUNITY AND THE PUBLIC

About this policy

Kildare Ministries respects your privacy. This policy explains how we collect, use, store and share your personal information, and how you can access it, correct it or make a complaint. Kildare Ministries is responsible for ten schools and three community works across Australia. We handle personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs), and, where we provide health services, applicable State health records laws.

This policy applies to personal information handled by Kildare Ministries, including its Trustees, its office and staff, its website, and all its activities as outlined in this policy. Each of our schools and community works maintains its own website and privacy policy for its local operations, and you should refer to those policies for information handled by a school or community work.

Information we collect

We collect personal information that is reasonably necessary for our activities. Depending on how you interact with us, this may include:

- your name and contact details;
- event, program and pilgrimage registration details;
- donation and payment details;
- employment, recruitment and volunteering information;
- records of your communications with us;
- emergency contact details; and
- health or accessibility information, where you need support to take part in an activity.

Some of this is sensitive information, such as health information, which we collect only with your consent or where the law allows. For a child or young person, we seek the consent of a parent or guardian.

How we collect your information

We usually collect personal information directly from you – for example when you contact us, register for an event or program, make a donation, apply for a role, or use our website. Sometimes we collect it from a parent or guardian, or from a third party such as a program partner, where it is reasonable to do so. Providing your information is not required by law, but if you do not provide it we may not be able to help you with what you have asked for.

How we use your information

We use your personal information to respond to your enquiries; administer events, formation programs and pilgrimages; manage employment and volunteering; maintain relationships with our supporters and donors; communicate news, events and opportunities; meet our legal and safety obligations and conduct our governance and administration functions. We only use your information for the purpose it was collected or a related purpose you would reasonably expect.

How we share, store and protect your information

We may share your information with service providers who help us run our activities, professional advisers, program and event partners, and government agencies or regulators where required or permitted by law. We do not sell your personal information, and we do not share it with any third party for that party's own marketing.

Some of our service providers, including cloud providers, may store or access information outside Australia. We will not transfer your information overseas or into the cloud unless we have taken reasonable steps to ensure it is protected consistently with the Australian Privacy Principles.

We take reasonable steps to protect your information from misuse, interference, loss, unauthorised access, modification or disclosure through administrative, physical and technological safeguards, and payments are processed through secure systems. We keep information only for as long as it is needed or required by law, and then securely destroy or de-identify it. If a data breach is likely to cause serious harm, we will contain it and notify you and the Office of the Australian Information Commissioner (OAIC) as required under the Notifiable Data Breaches scheme.

Marketing and our website

If we send you news, event or fundraising communications, every message includes a simple way to opt out, and you can ask us to stop at any time by contacting us. Our website uses cookies and analytics, and may use social media and online advertising tools, to improve your experience. Cookies may collect your IP address, browser type, pages visited and time spent. You can set your browser to refuse cookies, although some parts of the website may not work as well. At our events and programs, you may be photographed or filmed for promotion of our work; please tell our staff if you would prefer not to be, and we seek parental or guardian consent for children and young people.

Your rights and privacy complaints

You can ask us for access to, or correction of, the personal information we hold about you, and where it is lawful and practicable you may deal with us anonymously or using a pseudonym. To make any privacy request, or to raise a privacy concern or complaint, please contact us using the details below. We will respond within a reasonable period, generally within 30 days. If access is refused, we will explain the reasons. If you are not satisfied with our response, you can contact the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au.

Changes and how to contact us

We may update this policy from time to time. The current version is available on our website at www.kildareministries.org.au or on request. To contact us about privacy:

Privacy Officer	Executive Director Kildare Ministries 54 Beaconsfield Parade, Albert Park VIC 3206 Phone: (03) 9682 2973 Email: admin@kildareministries.org.au
Version	August 2026, review date August 2028
Approved	Approved by the Kildare Ministries Trustees

Appendix A – How we handle your information

A short summary of how we handle your personal information. The sections above set out the detail.

1 We collect what we need

We collect personal information fairly, only where it is reasonably necessary, and we tell you why through a collection notice for each collection of any personal or sensitive data.



2 We use it for the right purpose

We use and share your information only for the purpose it was collected or a related purpose allowed by law. We do not sell it or share it for others' marketing.



3 We protect it

We store your information securely and limit who can access it. Where providers are overseas or in the cloud, we take reasonable steps to protect it.



4 You stay in control

You can access or correct your information, opt out of marketing, and deal with us anonymously where practicable.



5 We act on breaches

If a breach is likely to cause you serious harm, we contain it and notify you and the OAIC as required, and we keep your information only as long as needed.