

Diocese of Cape Town

PROTECTION OF PERSONAL INFORMATION PRIVACY NOTICE

1 | WHO ARE WE?

The Diocese of Cape Town is a diocese of the Anglican Church of Southern Africa (ACSA) which presently covers central Cape Town, some of its suburbs and the Island of Tristan da Cunha.

The administration offices are situated at 1 Braehead Road, Kenilworth, 7708, Cape Town.

VISION STATEMENT OF THE DIOCESE OF CAPE TOWN

To be a community rooted in the sacrificial love of Jesus Christ, which brings God's healing, wholeness and hope to a broken and wounded world, with joy and compassion. Remembering that as a diocese we are on a "Journey to Wholeness".

2 | WHAT INFORMATION DO WE COLLECT?

We provide a vast range of services to clergy, staff and parishes in our diocese. This includes Administration (Clergy placements, Insurance, Payroll etc.), Communications, Diocesan Health Care Fund and Theological Education. Each service has its unique data of information which includes:

- a. Name and Surname
- b. Identity number
- c. Telephonic contact details
- d. Residential address
- e. Employment details
- f. Marital Status
- g. Banking details

We take your privacy seriously and would never share or make your information available with any organizations or third parties. The information we have of you will only be used for the purpose intended – to communicate and inform.

3 | WHERE & HOW DO WE COLLECT YOUR INFORMATION?

We always collect personal information directly from you and this will primarily be when you become a priest or member of staff in our diocese.

If we do collect any personal information from any other source other than yourself, we will notify you that we have obtained the information, where we obtained the information from, and why we will be using the information. You have the right to object to us processing this information should you feel that it may prejudice you in any way.

4 | WHY DO WE COLLECT YOUR PERSONAL INFORMATION?

The information we collect is required in order for us to identify you and provide you with our services. Therefore, if we are unable to collect the information, you will therefore not be able to utilize any of our services.

5 | HOW DO WE USE YOUR INFORMATION?

We will only use your personal information in order to provide you with our services as per the provisions of your employment contract and or as a member of a parish within the Diocese of Cape Town. In this regard we use your information as follows:

- a. Identify you as an active member of your respective congregation;
 - b. Provide you with services;
 - c. To submit, assess and process claims
 - d. Maintenance of your memorandum of understanding (e.g. contract of employment), such as sending you correspondence (via email or post), debiting your monthly premiums from your bank account for insurance purposes etc.
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6 | DO WE SHARE YOUR INFORMATION WITH ANY OTHER PARTIES?

We make use of various service providers with whom we have contracted either to provide certain services on your behalf or in order to perform specific tasks. We have written service level agreements with all our service providers who process your information on our behalf and have ensured that they have adequate levels of safeguards in place to prevent any unauthorized access of your personal information.
