

# G. DATA BREACH POLICY

## Scope

The scope of this policy has application for all activities and personnel involved with the collection, storage, use and disclosure of both personal and denominational information as part of the Presbyterian Church of Queensland (PCQ).

PCQ recognises that the privacy of all people and entities that we intersect with is important and we are committed to protecting the information we collect. We manage all personal information in accordance with the Privacy Act 1988 (Commonwealth) (Privacy Act) and Australian Privacy Principles, as set out in our Privacy Policy and this Policy. This Policy is to be read in conjunction with the PCQ Privacy Policy.

Where a PCQ Board or Committee has invoked its own Data Breach Policy, that Board or Committee's Data Breach Policy will take primacy as far as it is in conflict to this policy.

## Policy

PCQ is committed to ensuring that each individual's right to privacy and confidentiality is respected and protected, and that confidential organisational documents are protected.

PCQ will ensure that any process for the collection, storage, use or disclosure of personal information will comply with the Commonwealth Privacy Act 1988 ("the Privacy Act") and the Australian Privacy Principles.

PCQ also recognises that there may be instances where a breach of the data they hold under the Privacy Act occurs through loss, unauthorised access, unauthorised disclosure or another form of systems failure.

PCQ will act in accordance with the Privacy Act to ensure that breaches are managed in a transparent, timely and appropriate manner and where required, such breaches are reported to the Office of the Australian Information Commissioner. We will work with all relevant parties to ensure that the effect of any Data Breach is managed appropriately.

In protecting the information of our members and our denominational information, PCQ will ensure it is able to:

- Identify actual and potential breaches;
- Contain any breaches and assess the extent of the breach;
- Evaluate the risks relating to the breach;
- Notify the relevant stakeholders;
- Take immediate steps to remediate the breach; and
- Undertake a continuing process of evaluation and improvement process in relation to PCQ's data management.

## Definitions

**Data Breach:** means an incident in which sensitive, protected or confidential data is copied, transmitted, viewed, stolen, retained or used by an individual unauthorised to do so.

**Personal Information:** means information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not, and whether the information or opinion is recorded in a material form or not.

**PCQ:** includes all Congregations and other Ministries conducted by the PCQ, including all related entities under the control of the PCQ.

**PCQ/People:** means members, volunteers, trainees and paid employees of PCQ.

**Privacy Act:** means the Privacy Act 1988 (Commonwealth)

**Unauthorised access:** occurs when personal information that an entity holds is accessed by someone who is not permitted to have access. This includes unauthorised access by an employee of the entity, as well as unauthorised access by an external third party (such as by hacking).

**Unauthorised disclosure:** occurs when an entity makes information accessible or visible to others outside the entity and releases that information from its effective control in a way that is not permitted by the Privacy Act. This includes unauthorised disclosure by an employee of PCQ.

## Related Policy, Procedure, Legislation and Professional Standards

- The Privacy Act 1988
- Australian Privacy Principles: Privacy Amendment (Enhancing Privacy Protection) Act 2012
- Commonwealth of Australia Privacy Regulation 2013
- Privacy Amendment (Notifiable Data Breaches) Act 2017
- PCQ Privacy Policy
- PCQ Systems Data Breach Response Plan
- PCQ Non Systems Data Breach Response Plan
- Protection of Confidential Information Procedure
- Freedom of Information Act (Commonwealth) 1985
- Document Control Policy
- Control of Records Policy
- Client Protection and Harm Prevention Policy
- Freedom of Information Policy