

Baptist Union of NSW and ACT

CAP PRIVACY POLICY

The *Continuing Accreditation Program* takes confidentiality and respect of privacy very seriously. To ensure that all Baptist Ministers feel comfortable in disclosing personal information as part of the continuing accreditation process, the CAP Panel has set out the following privacy policy.

1. Personal contact details

- a. Personal contact details are stored on a computer database accessed only by the CAP Administrator and all paperwork is filed in a locked filing cabinet.
- b. This database is maintained only by the Administrator and will be used for CAP purposes to keep the Minister informed and to administer CAP procedures.
- c. A Minister's contact details, such as an address and/or email, may be passed on and used by staff members of the Baptist Union of NSW and ACT to inform Ministers of relevant up-and-coming events.

2. Written and verbal correspondence

- a. All correspondence will be read, personally answered and any paper copies will be filed in a lockable cabinet by the CAP Administrator, who is the key holder.
- b. With a Minister's consent only, the CAP Administrator will publish stories, book reviews and other comments that may be of encouragement to other Ministers in the program.
- c. The Administrator at times may need to ask a question to the Chair of the CAP Panel for guidance in making an appropriate response.
- d. The correspondence may also need to be passed onto the CAP Panel for an appropriate response and/or to ensure program fairness.
- e. The correspondence may be wholly or partially forwarded to one or more members of the CAP Panel.
- f. Each member of the CAP Panel will treat the correspondence with confidentiality and the information contained will be treated as a CAP decision only.
- g. If the correspondence contains information that is clarified as confidential between the writer and the Administrator, then this information will not be passed on, unless it is a threat or unsafe, illegal and/or the law requires.
- h. CAP Panel members, including the Director of Pastoral Development and any MSD staff and other staff of the Baptist Union cannot access any written documentation (posted or emailed) of their own volition.
- i. All correspondence including CAP reports will be appropriately destroyed after two 3-year cycles by the CAP Administrator.

3. Not meeting program requirements

- a. Whilst MSD staff and CAP Panel members do not have access to any CAP files directly, certain members will be informed if a Minister is not meeting CAP requirements as this has implications for accreditation with the Baptist Union of NSW and ACT.
- b. At the end of each cycle, the CAP Panel will pass on names of Ministers who are not meeting CAP requirements.

4. Participant Access

- a. A Minister is entitled at any time to request access to his or her personal information and correspondence that is held by the CAP Administrator at the Baptist Union office and to ask to change any details that may be incorrect or out of date.