

Protection of Confidential information

The Catholic Diocese of Auckland is committed to protecting your privacy. The Diocese will ensure that any personal information provided to us will be treated according to the Privacy Act 1993 and will not be used or disclosed to any third party.

- Personal information is handled with respect and confidentiality according to the law
- Personal information collected upon registration for a course and during the sessions provided by the Diocese will not be disclosed to a third party unless required by ecclesial or civil law.
- By registering for a Marriage preparation programme you authorise the Marriage and Family Office to provide Marriage Educators responsible for your programme relevant information and you are agreeing to our terms and conditions regarding confidentiality and the safe storage of your personal information.

Information collected

The Diocese collects and uses personal information from course participants including: names, addresses, ethnicity, telephone numbers, e-mail addresses, religion, dates of birth, occupations ,payment details, where you are getting married and celebrant marrying you, marriage status, details of upcoming marriage, results of the Inventory you complete.

Reason for collection

The Marriage and Family Office of the Catholic Diocese of Auckland collects to:

- Ensure that the most accurate information is available for the Marriage Educators so that they can pitch the courses appropriately.
- That we have the ability to communicate with you where appropriate.
- Statistical analysis is used for research and development purposes
- The Vatican also requests anonymous demographics that is normal custom and practice globally.
- That we have the ability to provide further support for you over the next 7 years with Wedding Anniversary emails.
- To offer couples the opportunity to attend future workshops & events

The Diocese will only use and disclose your personal information for these purposes or as otherwise authorised by you or required by law (ecclesial and civil).

Details discussed at any stage during your participation in the courses will not be shared by the ME with anyone, unless it is a criminal offense or someone's life is in danger

Storage and security of information

- The Diocese holds personal information at the Pompallier Diocesan Centre, 30 New Street, St Mary's Bay, Auckland
- All paperwork is secured in locked storage
- Paperwork over seven years old is securely destroyed.
- The Marriage and Family Office database is encrypted and password protected and access to it limited to Diocesan staff members
- For further protection of your personal information the Diocese attaches a confidentiality notice to every email sent.
- ME will destroy (either electronically or hard copies) all of your personal details, information, any correspondence and the results of the Inventory that you have completed immediately after the course has finished.
- The ME will not keep any of your personal details on their computer or make hard copies of your information unless you give your consent for them to do so.

Organisation – Catholic Diocese of Auckland

ME – Marriage Educator – volunteer authorised by the Diocese to run approved pre and post Marriage Courses, who have undergone specific training in these fields.

Marriage and Family Life– office of the Catholic Diocese of Auckland that coordinates and facilitates pre and post Marriage Courses.

Ecclesial Law – Law governing the universal Catholic Church that regulates Marriage.