



Record Keeping Procedure

This Procedure for record keeping relates to the documentation and safe and secure storage of records in relation to keeping all people safe, of reports of concerns about people and of reporting of incidents.

- a. In the documentation and storage of records we will take into account the National Privacy Act principles, i.e.
 - i. private information is only collected if necessary;
 - ii. individuals concerned are advised of its intended use;
 - iii. personal information collected is stored securely and not divulged to others without the consent of the individual involved;
 - iv. any personal information the church is holding which is no longer required, is out of date or incorrect, is either destroyed or amended to be accurate
- b. The Leadership Team is ultimately responsible for adequate documentation and secure storage of all records as attended by staff, leaders and volunteers.
- c. The Leadership Team is ultimately responsible for the implementation of our record keeping procedures as attended by staff, leaders and volunteers.
- b. Safe Church records will be kept in secure (locked or password protected) storage for a period of not less than 45 years.

- c. Ministry or Program Leaders will collect information using information and permission forms for giving permission in situations including but not limited to:
 - i. collecting, retaining and distributing of personal information of program participants;
 - ii. taking photos, displaying photos of attendees in hard copy or electronic forms such as websites or social media sites;
 - iii. providing details of persons appearing in photos in either hard or electronic forms.
- d. Employment records, including all documentation as part of our Safe Church Procedures will be securely stored electronically or hard copy
- e. Child protection reports and records including all documentation as part of our Safe Church Procedures will be securely stored electronically or hard copy by the Safe Church Team. These records will be kept permanently
- h. Incident reports and records including all documentation as part of our Safe Church Procedures will be securely stored electronically or hard copy by the Health and Safety Team
- i. Procedures will be securely stored electronically or hard copy by The Leadership Team. These records will be kept permanently

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Disclaimer: This publication is not legal advice. The ideas and procedures herein are based on nationally recognised good practice advice for Safe Ministry and have been written with due regard to Australian legislation March 2020.

Legal advice may need to be sought when responding to individual incidents.