



CPE Centre

PRIVACY POLICY

Reviewed July 1 2023

The Banyule Network of Uniting Churches CPE Centre, (afterwards The Banyule CPE Centre) Centre Director, Administrator /Group Consultant and Clinical Pastoral Supervisor(S) responsible to the Centre Director are committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your personal information.

This policy has adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal and Sensitive Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at <https://www.oaic.gov.au/>.

Other important policies like a Code of Ethics, Grievance Procedures can be found on the Association for Supervised and Clinical Pastoral Education Inc. website under Standards 9 and 10.

Policies like Appeals and Complaints, Health and Safety, Inclusion, Sexual Harassment Code of Conduct and Protocol for Welcome to/acknowledgement of country Standards are just a few of the important policy you will find on the University of Divinity website under for staff/policies and procedures.

What is Personal and Sensitive Information?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include your family and given name, address, email address, preferred phone number, and your current ministry settlement /employment details or what kind of clinical placement you have in mind. **Sensitive information** is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, your church or faith group membership or religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

The Personal and Sensitive Information the Banyule CPE Centre collects is obtained in the following ways:

The written application sent by you for one of the CPE Units to be conducted by the Banyule CPE Centre will request the personal information listed above.

The application for a CPE Unit also requests other sensitive information including:

1. The story of your life including how you see the development of your personality, spirituality, and faith, as well as some assessment of your educational strengths and limitations and your current health. This autobiographical statement gives the selection committee an account of your life from your family of origin to today.
2. An example of a conversation in which you have engaged and in which on reflection you felt you listened to the other person, heard their concerns, and in a way that facilitated the other to overcome a setback, find a new direction in their life or have an experience of grace.
3. Three goals you might set yourself to be achieved by the end of the program.
4. The author and title of one book in the areas of Pastoral Care, Spirituality, Biblical Studies, or Theology that you have enjoyed reading.
5. A recent photograph.
6. The names and telephone contact for at least two referees.
7. A copy of your current "Working with Children Check."
8. The undergraduate certificates, diplomas, degrees and postgraduate certificates, diplomas and degrees you have achieved.
9. The previous CPE and other workshops you have undertaken in the areas of theological field education, counselling and aging.
10. A summary of the applicant's ministry or pastoral practitioner history.

The Banyule CPE Centre may also keep in your file:

- Information that you share during the selection interview(s)
- Other information gained and noted by the Banyule CPE Centre Administrator by correspondence, telephone, email and from two of the referees provided by you.
- Throughout a CPE unit, you will share in education seminars and in the brave space group other personal information about the way you provide pastoral and spiritual care to those for whom you care and your evaluation of your peers and supervisors.
- You will be asked following each of the ten individual supervisory sessions to provide an honest written evaluation of each conference.

You will be aware by now that a CPE Centre collects more personal and sensitive information than is collected in other theological courses or by your general practitioner medical clinic or other allied health providers. Thus, this policy now states the primary purpose of collecting this personal and sensitive information.

The primary purpose of collecting this Personal & Sensitive Information

The Banyule CPE Centre will, where appropriate in the context of experiential and clinical education, explain to you why we are collecting the information requested. The sensitive information collected is for the **primary purpose of providing education that will assist your formation as a Pastoral Practitioner or as a Clinical Pastoral Supervisor practitioner.**

As the Banyule model of CPE unfolds it will be made clear to you that it is important that you can claim any undergraduate or postgraduation education or previous CPE units you have undertaken prior to the CPE Unit.

In addition, the model of education provided in the Banyule CPE Centre requires that you can access and know stories from your own life to help you understand and respond rather than be curious and ask unnecessary questions of those for whom you are a caregiver.

The Banyule CPE Centre will ask about your current health status to ensure you can complete the 21-week CPE Course and undertake what is required in a clinical placement.

The Banyule CPE Centre respects and has a record of educating people with serious disabilities.

Should you not be selected for a CPE unit your information will be disposed of in a locked and secure bin.

If you are selected into a CPE Unit your written application and any information noted during your selection interview will be kept in the secured files of the Centre Director, Administrator, and any Clinical Pastoral Supervisor supervising in the Unit for which you are an applicant. Your securely held file will also include your:

- CPE Unit Final Evaluation
- written evaluations of each individual supervisory conference
- Your Supervisor's Confidential Report

Your personal and sensitive information including that you are a participant in a Banyule CPE programme will not be shared or discussed with other CPE Centre Directors or CPE Supervisors within ASACPEV Inc. or with other Associations within ANZACPE Ltd. If you want other CPE Centres to receive your information you need to take responsibility to send it to them.

Your personal and sensitive information including that you are a participant in a Banyule CPE programme will not be shared or discussed with other departments, sections of the Uniting Church in Australia, the Synod of Victoria and Tasmania, or UCA Assembly or any other Church or Faith Community.

If you are **not** currently employed as a pastoral practitioner or in a placement as a minister or chaplain, you will need to seek a clinical placement in an institution or with a faith group. Your information provided on application to the Banyule CPE Centre will not be shared or discussed with any placement administrator, mentor or person who has placement oversight of your pastoral practice **unless they are your appointed CPE Supervisor.** You will need to provide that placement Coordinator with whatever information they require for you to be provided with a placement.

You are required to provide the Banyule CPE Centre Administrator with a letter from the pastoral care coordinator of the institution or faith group authority indicating you have a clinical placement of 200 hours as a pastoral practitioner or pastoral associate. This is different from being a hospital volunteer or church member providing pastoral care.

When the selection committee has selected an applicant for a particular CPE unit for **the primary purpose** of providing education in pastoral care or clinical pastoral supervision, prior to receiving a confirmation letter of the offer of a position in the CPE Unit, you will be required to sign a document and send it to the Banyule CPE Centre Administrator for **the secondary purpose of** giving permission for the personal detail of only name, email address and ministry settlement, appointment or placement to:

1. the University of Divinity should you be claiming the CPE Unit as a subject for an undergraduate or postgraduate award.
2. the Council members of the Banyule Network of Uniting Churches to widen their awareness of their mission engagement in providing financial, administrative, and postgraduate theological education for those providing ministry on the back roads of Australia.

Following the completion of the CPE unit and your graduation from CPE you **will be asked to sign the following two documents for the purpose of two additional related but again secondary purposes to your education:**

1. Permission to forward that you have completed a CPE to the registrar of ASACPEV Inc for you to be registered with completing a CPE Unit within ASACPEV Inc.
2. Asking for your permission for your final evaluation to be included in your individual supervisor's accreditation documents when they next meet a small committee for their accreditation purposes.
3. Should your individual supervisor think that they could learn from writing about their supervision of you in a CPE unit you could be asked by them to sign permission for that document to be shared with their committee of accreditation.

The Banyule CPE Centre cannot provide any assurance regarding the security of the transmission of information you communicate to the Centre online. The Centre also cannot guarantee that the information you supply will not be intercepted while being transmitted over the Internet. Accordingly, any personal or sensitive information which you transmit to us online is transmitted at your own risk.