***The following is a draft position description for a privacy officer in a PCANZ church, provided by the PCANZ Assembly Office in May 2023.***

1. **Position Description – Privacy Officer**

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| **Job Title:** | Privacy Officer |
| **Reports to:** | *[Manager, or committee eg Church Council)* |
| **Location:** | *Parish name* |
| **Date:** |  |

1. **Role Purpose**

2.1 All agencies are required to have a privacy officer under the Privacy Act 2020, which came into effect on 1 December 2020. The purpose of this position is to prevent or respond to any privacy issues.

1. **Key Accountabilities**
   1. Privacy is an important issue for any organisation that collects, uses, or discloses personal information. “Personal information” means information relating to an identifiable individual. It could be someone’s name, a photograph of a person, contact details, or a record of someone’s actions. For churches, this could include a church directory, pastoral information, or employment information.
   2. The Privacy Officer will understand the thirteen principles in the Privacy Act 2020. These can be found on the [Privacy Commissioner Website](https://www.privacy.org.nz/privacy-act-2020/privacy-principles/#:~:text=Privacy%20Act%202020%20and%20the%20Privacy%20Principles.%20Principle,information%3B%20Principle%207%20-%20Correction%20of%20personal%20information).
   3. The Privacy Officer will support the Parish in complying with the Privacy Act 2020.
   4. The Privacy Officer will understand the risks in relation to personal information, and proactively work to eliminate or mitigate these risks.
   5. Receive complaints from the Parish’s members or employees about possible privacy breaches.
   6. Deal with requests for access to personal information, or correction of personal information from members or employees of the Parish.
   7. Act as the Parish’s liaison with the Office of the Privacy Commissioner.
   8. The Privacy Officer works in support of and at the direction of the Church Council.