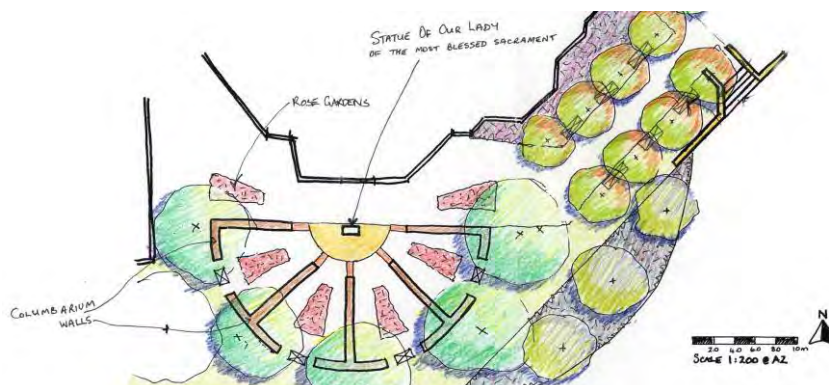


PARISH OF GOSNELLS COLUMBARIUM GENERAL CONDITIONS



"A sacred place on the Parish property"

In these Conditions:

- **"Parish"** means Gosnells Parish, also known as Our Lady of the Most Blessed Sacrament Parish at Gosnells, in the State of Western Australia;
- **"Parishioner"** means a registered member of the *Parish* or a Catholic living within the boundaries of the *Parish*;
- **"Applicant"** means the person who applies to reserve a *niche*;
- **"Columbarium"** means the Columbarium wall in which the *niche* is situated;
- **"Grantee"** means the person or persons granted a *Right* by the Committee and includes —
 - (a) the legal successors of the *Grantee*, and
 - (b) any person to whom the *Grantee* transfers the *Right* under Condition 11;
- **"Right"** means the *Right* referred to in Condition 9;
- **"Niche"** means the niche in the *Columbarium* reserved for the use of the *Grantee*;
- **"Fees"** means all fees and charges;
- **"Committee"** means the Committee appointed from time to time to manage the *Columbarium*.

1. The Purpose of the *Columbarium*

The *Columbarium* is a sacred place on the *Parish* property for the interment, following cremation, of the ashes of parishioners and their immediate family. It is intended especially for those who love and have an affinity with the *Parish*, which they wish to continue after death.

2. Authority

The Parish Priest has the sole authority to determine who can be interred in a *niche* and to allow memorial plaques, including lettering, to be installed on the exterior of the wall *niche*.

3. Those whose ashes may be interred in the *Columbarium* include

- 3.1 A current or former parishioner and their spouse.
- 3.2 A current or former parishioner's child, parent or sibling, including a child, parent or sibling by adoption or who is a member of the parishioner's step-family.

4. The ashes will be placed in the *Columbarium* in the following manner

- 4.1 The ashes to be interred will be placed in a specified container which will be placed in a *niche* in the *Columbarium*. The niche will be sealed with a memorial plaque, to be supplied and approved by the *Committee*;
- 4.2 The particular wall and niche for interment may be selected by the *Grantee*, or by the *Applicant* on behalf of the *Grantee*, subject to the approval of the *Committee*. If no specific request is made, the *Committee* will select a location.
- 4.3 The rites of interment will be prescribed by the Parish Priest in accordance with the Roman Catholic forms of worship.

5. To ensure uniformity of appearance of the *Columbarium*, the following conditions will apply

- 5.1 Each container will hold only the ashes of cremation of one person. Ashes will be interred in a container with maximum dimension of 210mm length x 115mm width x 80mm height, or such other dimensions approved by the *Committee*;
- 5.2 A maximum of two of the above containers may be placed in any *niche*;
- 5.3 All memorial plaques and lettering thereon will be procured by the *Committee*;
- 5.4 The wording for each individual plaque may be supplied by the *Grantee*. All lettering must conform to the protocols as set out in the Application Form;
- 5.5 No other object may be placed in the *niche* with the container of ashes;
- 5.6 A small holder for a flower token can be provided with each plaque. No other objects may be left in or around the *Columbarium* and no fresh or artificial flowers may be placed in any other area than those described in this paragraph;
- 5.7 *Niches* may be reserved in advance.

6. Fees for a niche in the *Columbarium*

- 6.1 The grant of a *Right* to inter ashes in a niche and the cost of the procurement, lettering and installation of a memorial plaque will incur fees;
- 6.2 All *fees* may be reviewed by the *Committee* from time to time and are subject to change without notice;
- 6.3 An *Applicant* may pay *fees* in advance on behalf of anyone who is eligible, according to the criteria listed in Condition 3;
- 6.4 An *Applicant* who is reserving a niche and wishes to pay for both the niche and the plaque at time of reservation is advised that the plaque fee may be subject to amendment at the time of actual use.
- 6.5 Apart from *fees* paid in advance, all *fees* received will become part of the consolidated funds of the *Parish* and accounted for as such. *Fees* paid in advance will be placed in a trust fund administered by the *Committee* until such time that a niche is allocated;
- 6.6 The *fee* is non-refundable once paid.

After an interment, should the Applicant request that a second family member's ashes be interred in the same *niche* at a later time, a new plaque and/or new lettering may be required. In this instance, the *Grantee* will bear all costs of removal and replacement of the plaque.

7. Relocation of ashes in the event of the closure of the Church

While there is no current contemplation of the closure of the Parish at any time in the future, it is nevertheless acknowledged by the applicant that the *Right* may be brought to an end by:

- 7.1 The closure of the Parish (or its relocation); or
- 7.2 The destruction of (or serious damage to) the property of the Parish.

In any such event the *Committee* shall notify the *Grantee* and endeavour to make other arrangements with the *Grantee* regarding the ashes.

8. Removing ashes from the *Columbarium* after interment

While interment is intended to be a permanent arrangement, there may be times when it is the family's wish to relocate the ashes. All requests made by the Grantee will be respected by the *Committee*.

Removal of ashes may be executed only by a person or persons designated by the *Committee*.

After removal of ashes from a *niche*, the *niche* may be re-allocated. The plaque will remain the property of the *Grantee*.

Upon the removal of the ashes and memorial plaque, the *Committee* is released from all obligations to the *Grantee* from the date of removal.

9. Grantee Rights

Subject to these regulations and to the full payment of the *fees* referred to in Condition 6, the *Grantee* has an exclusive right —

- 9.1 To have ashes placed in, and a memorial plaque placed over, a *niche*;
- 9.2 To leave the ashes and the memorial plaque in place. The placement of ashes and a memorial plaque in and over the *niche* will be done by the *Committee* on behalf of the *Grantee* and at the request of the *Grantee*;
- 9.3 Any memorial plaque and its lettering are to be approved by the *Committee*.

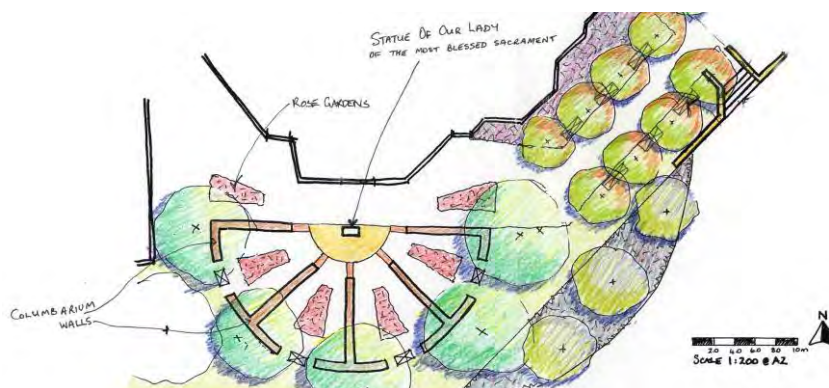
10. Damage, loss or theft

- 10.1 The *Grantee* is the owner of all ashes and the memorial plaque placed in and over the *niche*. The *Committee* is not responsible for any damage to, or deterioration, loss or theft of the ashes or memorial plaque;
- 10.2 If the *Columbarium* is damaged or destroyed, the *Committee* may rebuild the *Columbarium* in its original position or in any other position in the grounds in which it is presently erected and place the ashes and memorial plaque in and over a *niche* in the new *Columbarium*.

11. Transfer of the rights of the *Grantee*

- 11.1 With the consent of the *Committee* (which is not to be unreasonably withheld), the *Grantee* may transfer their rights to any other person upon giving written notice to the *Committee* of the name and address of the transferee;
- 11.2 The executors or administrators of a deceased *Grantee* will be the only persons recognised by the *Committee* as being the holders of the *Grantee's* rights. Only such executors or administrators of the *Grantee* may transfer their *rights* in accordance with Condition 9.

PRIVACY POLICY



"A sacred place on the Parish property"

Your privacy is important to us

This statement outlines the Parish's policy on how it uses and manages personal information provided to or collected by it. It does not relate to records collected and held by the Parish school. The school has a separate policy statement, which is available on request from the school office.

The Parish may from time to time review and update this policy to comply with relevant legislation and to take account of changes in technology, changes to the Parish's operations and practices and to make sure that it remains relevant to the Parish environment.

This Parish is not bound by the Privacy Amendment (Private Sector) Act 2000. However, the Parish respects and values the personal information that the parishioners are willing to entrust to it, and will abide by the spirit and principles enshrined in that legislation.

What kind of personal information does the Parish collect and how is it collected

The Parish collects and holds personal information, including sensitive information, about:

- Children and their parents and/or guardians and may be related to children receiving sacraments or pastoral care. It may relate to the child's enrolment at the Parish school, after school care facility or sporting association.
- Adults receiving sacraments or pastoral care and witnesses to sacraments.
- Job applicants, staff members, religious undertaking work in the Parish, volunteers and contractors.
- Fund raising.

Personal information you provide

The Parish will generally collect personal information held about an individual by way of forms filled out either by the person or the parent/guardian, face to face meetings, interviews and telephone calls.

Personal information provided by other people

In some circumstances the Parish may be provided with personal information about an individual from a third party, e.g. a reference about an applicant for a position.

Exception in relation to employee records

This policy does not apply in relation to the treatment of an employee record, where the information is directly related to a current or former employment relationship between the Parish and the employee as these records are exempt from the application of the Commonwealth Privacy Act.

How will the Parish use the personal information you provide?

The Parish will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection, or to which you have consented.

Children and their parents and/or guardians

The Parish's primary purpose of collection is to enable it to administer the sacraments and pastoral care to children of the faithful. Collection may be required if the Parish offers after school care or social/sporting facilities. This information may be required to provide care for a child while under supervision.

The purposes for which the Parish uses personal information of children and their parents and/or guardians include:

- Keeping parents and/or guardians informed about matters relating to the child's spiritual life, through correspondence and newsletters
- Day to day administration
- Looking after the child's spiritual and physical well-being
- Seeking donations
- Satisfying the Parish's legal obligations and allow the Parish to discharge its duty of care

In some cases where the Parish requests personal Information about a child or parent and/or guardian and the information is not obtained, the child may not be able to receive the sacrament or be enrolled in the relevant Parish program.

Where the Parish is collecting information of this kind, it will issue a copy of the 'Standard Collection Notice' (Attachment 1).

Adults

The Parish's primary purpose of collection is to enable it to administer the sacraments and pastoral care to adult parishioners. Information is used for purposes similar to those used for children.

Where the Parish is collecting information of this kind, it will issue a copy of the 'Standard Collection Notice'.

Job applicants, staff members, religious, volunteers and contractors

The primary purpose of collection is to assess the suitability of the person or persons for the role and, if successful, employ or engage the person or persons concerned.

The purposes for which the Parish uses this information include:

- Administering the person's employment or contract
- For insurance purposes
- Seeking funds
- Satisfying the Parish's legal obligations, e.g. in relation to child protection legislation

Fundraising

The Parish reserves the right to use the information collected to raise funds now and in the future. It is also used for accounting purposes including complying with taxation requirements.

Purposes for which the Parish uses this information include:

- Seeking funds
- Providing taxation receipts, where subject to a tax deduction

Where the Parish is collecting information of this kind, it will issue a copy of the 'Standard Collection Notice' (Attachment 1).

Who might the Parish disclose personal information to

Subject to the Privacy Act, the Parish may disclose personal information held about an individual to:

- Another Parish
- Government Departments
- Medical practitioners
- People providing services to the Parish
- Recipients of Parish publications
- Parents and/or guardians
- Anyone you authorise the Parish to disclose information to.

The Parish will not send personal information about an individual outside without:

- Obtaining the consent of the individual (In some cases this consent will be implied).
- Otherwise complying with the National Privacy Principles.

How does the Parish treat sensitive Information

In the Parish context, sensitive information could mean information relating to a person's parentage, racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record.

Sensitive information will be used and disclosed only for the purposes for which it was provided or a directly related secondary purpose unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

The Parish staff are required to respect the confidentiality of the information and privacy of individuals.

The Parish has in place steps to protect the personal information the Parish holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password protected access rights to computerised records.

Updating personal information

The Parish endeavours to ensure that the personal information it holds is accurate, complete and up to date. A person may seek to update their personal information held by the Parish by contacting the Parish Office.

The National Privacy principles require the Parish not to store personal information longer than is necessary for our purposes of use and disclosure.

You have the right to check what personal information the Parish holds about you

Under the Commonwealth Privacy Act and with some exceptions, an individual has the right to obtain access to any personal information, which the Parish holds, about them and to advise the Parish of any perceived inaccuracy. Children will generally have access to their personal information through their parents and/or guardians.

To make a request to access any information the Parish holds about you or your child, please contact the Parish Office in writing.

The Parish may require you to verify your identity and specify what information you require. The Parish may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested.

Consent and right of access to the personal information of children

The Parish respects every parent and or guardian's right to make decisions concerning their children's religious upbringing and care.

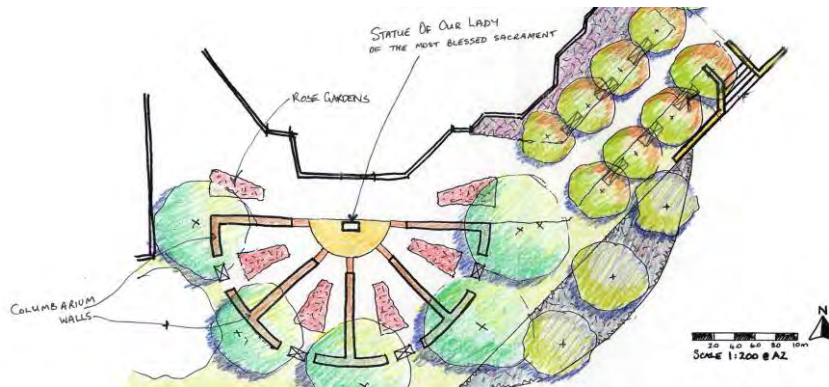
Generally, the Parish will refer any requests for consent and/or notices in relation to personal information of a child to the parent and/or guardian. The Parish will treat consent given by a parent and/or guardian as consent given on behalf of the child. Notices given to a parent and/or guardian will act as a notice given to the child.

Enquiries

If you would like further information about the way the Parish manages the personal information it holds, please contact the Parish Office:

- Phone: 08 9398 2331
- Fax: 08 9398 8491
- Email: secretary@gosnellsparish.org.au

STANDARD COLLECTION NOTICE



"A sacred place on the Parish property"

1. The Parish collects personal information, including sensitive information, about members of the faithful. The primary purpose of collecting this information is to enable it to administer the sacraments and pastoral care to the faithful, often to children of the faithful and to provide assistance to others in the community. Information may be required to allow the Parish to meet some of its legal obligations, provide care for the child while under supervision, and discharge its duty of care. If you reside in the Parish or otherwise continue to use its services, the information may also be used to solicit donations and/or request your services as a volunteer from time to time.
2. The Parish, from time to time, discloses personal and sensitive information to others for administrative purposes. This includes other Parishes, the Diocese, medical practitioners and people providing services to the schools including volunteers.
3. The information helps us to administer the sacraments and otherwise provide assistance as requested. We may not be able to administer the sacraments and consent for the use and disclosure of information as outlined in point 4 below, if we do not obtain the information requested.
4. Personal information collected from children is disclosed to their parents or guardians. Parents or guardians may seek access to personal information collected about them and their son/daughter by contacting the Parish Office.
5. Adults may also seek access to information collected about them in the same manner.
6. As the Parish is largely reliant upon locally raised funds and local effort for its continuation, information received from those who reside in the Parish is of vital importance to us.