

1. Introduction

1.1. Purpose

The Catholic Ministry Formation Register (CMFR) is intended to reduce the risk of people who have ceased formation from seeking formation elsewhere without this being disclosed. This is especially important where they may have been removed from formation due to safeguarding related concerns. The system will also assist with resource allocation for Church Authorities and ACSL, including through producing data able to be examined.

1.2. Scope

The system will record the data, as provided to ACSL by the Registered Church Authority, of men and women who apply for, or are in, formation toward clerical or religious ministry with Registered Church Authorities which have an active and ongoing presence in Australia.

2. Catholic Ministry Formation Register

2.1. Roles and Responsibilities

1. **ACSL** – Collection, management and disclosure of information, trend analysis of safeguarding-related elements.
 - a. Director, Complaints Response to delegate and advise.
 - b. Manager, Information and Systems to administer directly.
2. **Church Authorities** – registration to use the CMFR, nominate a suitable CMFR Contact Person with technical responsibility for their engagement with us.
3. **CMFR Contact People** – Arrange notices of application for formation (and registrations for those already in formation), seek further information where a match is identified, provide annual updates.
4. **Individuals** – Accurate provision of personal information.

2.2. Church Authority Registration (and Assign CMFR Contact Person)

Church Authorities will register by their consent, and will at the same time nominate a suitable person to act as their CMFR Contact Person. Suitable CMFR contact people may include Vocations Directors, Rectors, Novice Masters or others involved in formation.

Both the Church Authority and Contact Person will affirm that they will comply with their responsibilities as set out here and in any of ACSL's other CMFR related policies.

A Church Authority's registration to the CMFR remains until such time as the Church Authority advises ACSL in writing that they will no longer participate in the CMFR.

2.3. Individual Registration

Individuals will be registered via two pathways.

1. **People entering formation** – these will, along with their Church Authority's CMFR Contact Person, provide a Notice of Application and Consent form.
2. **People already in formation** – where a person is already in formation when their Church Authority opts into the CMFR, they may be added with their consent via a Registration and Consent form. Each Church Authority will determine whether they wish to make use of this option.

Along with their consent, individuals will provide basic identifying information. This will include their legal name, any other names they use and their date and place (town or city) of birth.

The Notice of Application or Registration will also include the name of the Church Authority with which they are in formation and the referring CMFR contact person. ACSL will also record the date on which this was received.

2.4. Name Checks

CMFR Contact Persons of Registered Church Authorities will have the right to ask whether a person is registered in the system, providing a name and other identifying information. All name check requests are made via the Name Check Form.

If ACSL is unable to confirm or disconfirm a positive match, further information may be requested to allow ACSL to do so.

Where a match is identified, ACSL will advise the requesting Contact Person of the match and refer them to the relevant Church Authority and Contact Person. The name check will also be noted in the person's records on the CMFR.

Where a match is not identified ACSL will advise that this is the case.

3. Maintenance

3.1. Annual Updates

Each February all Registered Church Authorities with at least one person in formation will be asked to provide an update of the CMFR data, relating to the previous calendar year.

ACSL will request:

- The person's predominant location, and
- Whether any Screening or Formation Events have occurred.

3.2. Changes to Existing Information

Church Authorities and CMFR Contact Persons may request a change of a detail recorded in the Register in writing. This will be via a signed letter on an appropriate letterhead. Where this change concerns identifying information, ACSL may request documentation as evidence. All such changes will be acknowledged and noted by ACSL.

Individuals will be able to seek access to or amendment of information about them via the standard means set out in our privacy policy (see 5.2 below). Given the nature of the system, ACSL will not amend or delete critical data except where required by law.

A small number of ACSL staff will also be able to amend data as needed. Where this isn't the simple correction of an error or otherwise purely administrative, it will always be recorded and done only after approval by the Director, Complaints Response.

4. Information Security

All information held within the system would qualify as personal or sensitive information. Storage and handling of this information will be in accordance with ACSL's Privacy Policy and the Australian Privacy Principles.

4.1. Secure SharePoint

The core of the Register's system will be built with Microsoft 365's SharePoint infrastructure. Ability to see, access or modify the relevant libraries or the folders and

documents within them will be restricted.

Staff access to the Register will be based on necessity, with only staff responsible for the Register able to access any records.

Staff members will only access the system via secure, monitored and routinely updated devices provided by ACSL and Microsoft accounts protected by password and managed via ACSL's IT arrangements.

4.2. Emails

All information entered into the system, disclosures of this information and other correspondence will occur through a dedicated email address. Access to this address will be managed securely. ACSL will only communicate with CMFR contact people via their email address registered with us, unless alerted in writing to a change.

5. Use of and Access to Records

5.1. Use of Deidentified Aggregate Data

One of the secondary purposes of the Register is the generation of statistical information which may be of interest to ACSL and other entities. Before such information is used or shared care will be taken to deidentify and aggregate this. This may extend to withholding use or disclosure of data where small numbers may make it possible for individuals or entities to be identified. Distribution of deidentified aggregate data will be managed in accordance with ACSL's Privacy Policy.

ACSL may use this data to analyse trends relating to safeguarding. The outcomes of this information may be used in ACSL policy and capacity building work and training. ACSL may also distribute selected elements of this deidentified aggregate data in these and other settings.

Third party entities or individuals who may be provided deidentified aggregate data include:

- a. ACSL's Members – ACBC, CRA and AMPJPs or subsidiaries
- b. Church Authorities
- c. Researchers

This may be for the purpose of research into trends relating to safeguarding and/or vocations. All requests will be made in writing to CMFR@acs ltd.org.au and will be considered by the Chief Executive Officer of ACSL.

5.2. Access to Personal Records

Individuals wishing to access the information held by ACSL about them may do so via an information or privacy request as per ACSL's Privacy policy.

6. Version Control

Version	Summary of Changes	Approved By	Date Approved
1	New Policy	ACLS Board	24 March 2023
2			

Terms and Definitions

ACSL Personnel – includes staff employed by ACSL.

Policy – A statement of instruction that sets out how we should fulfil our vision, mission and goals.

Procedure – A statement or instruction that sets out how our policies will be implemented and by whom.

Registered Church Authorities – Church Authorities that have voluntarily registered with ACSL to use the CMFR.

CMFR Contact Person/people (also Contact Person) – the person nominated by a Church Authority to manage and implement the records provided to the CMFR on behalf of the Church Authority.

Formation – Unless stated elsewhere in this document formation refers to the preparation of people toward clerical or religious ministry.

Screening events – Screening events will include, confirmation of WWCC(s), Police checks, medical examination, initial, mid-formation and final psychological evaluation and enquiry regarding relevant impediments.

Formation events – Formation events will include temporary and permanent vows, ordination to the diaconate or priesthood and cessation or completion of formation.