
Second Statement

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INTRODUCTION

1. I refer to my first statement dated 10 July 2015.
2. I have been asked to elaborate on the changes made to Watchtower Bible and Tract Society of Australia's ("WTA") document retention policy to comply with the requirements of the *Privacy Act 1988* (Cth) following WTA's acceptance in February 2009 that it fell within the jurisdiction of the *Privacy Act*.

IMPLEMENTATION

3. The implementation of the document retention policy was handled by the Service Department in a four-stage process as follows.
4. **Stage 1:** On November 20, 2008 a letter was sent from the Branch Office to all bodies of elders in Australia explaining a 'New Arrangement for Notification of Disfellowshipping and Disassociation' [WAT.0001.004.0047 - WAT.0001.004.0048].
5. The November 20 letter outlined the simplified procedure that would apply for processing and filing future judicial matters in general and introduced a revised 'Notification of Disfellowshipping or Disassociation' (S-77) form [WAT.0012.001.0027 - WAT.0012.001.0028] and Instructions (S-77) [WAT.0004.001.0060 - WAT.0004.001.0061] for use in Australia.
6. **Stage 2:** On November 21, 2008 a letter regarding 'Retention of Confidential Records' was sent out which addressed the process for reviewing existing judicial records held by the congregation to "*minimise the unnecessary accumulation of confidential information.*" (November 21, 2008,

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Witness:.....

para. 1) [WAT.0001.004.0049 - WAT.0001.004.0050] This stage involved transferring necessary information from existing records to the simplified S-77a form and/or a one page summation.

7. The November 21, 2008 letter stated, in the context of reinstatement, that certain records were to be destroyed [WAT.0001.004.0050]:

"unless there is a good reason for retaining it (For example, a matter involving child abuse).

8. The direction in relation to child sexual abuse documents was

- a. in keeping with to the long-standing policy (recorded , for instance, in Letter to all bodies of elders dated July 20, 1998) [WAT.0002.001.0003] that:

"any correspondence put in the confidential congregation file about an individual accused of child molestation, proven or otherwise, should be marked "Do Not Destroy" and kept indefinitely."

- b. (which was) subsequently restated in the letter of October 1, 2012, paragraph 11 [WAT.0001.004.0068], as follows:

"Information concerning an individual accused of child molestation, proved or otherwise, should be placed in the congregation confidential file and marked "Do Not Destroy" and kept indefinitely. This includes Notification of Disfellowshipping or Disassociation (S-77) forms on individuals who have been disfellowshipped for child sexual abuse and then later reinstated."

9. **Stage 3:** On February 1, 2009 a further letter was sent to all bodies of elders dated [WAT.0002.001.0015] regarding 'Retention of confidential records' which introduced the next stage of the document review process under the heading "Child abuse matters." In paragraph 4 it stated:

"All documents relating to the matter should be sent to the branch office, instead of being destroyed. This will facilitate the congregation retaining only a stamped S-77 form in matters resulting in disfellowshipping, or a single page summation for all other situations."

Also, paragraph 6 of the letter added that [WAT.0002.001.0016]:

"any letter of introduction that refers to matters of child abuse should be retained in the confidential file for as long as the accused person remains in the congregation."

10. **Stage 4:** In addition to ensuring that the records of judicial matters conformed to the requirements of the *Privacy Act*, the Service Department merged the child abuse records submitted by the congregations with the records held at the Branch Office.

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Witness:.....

11. Duplicate or unrelated documents were destroyed and documents material to the matter were retained as a permanent case file at the Branch Office.

Signed: 
Date: 24 July 2015
Witness: 
Date: 24th July 2015.

Signature: 

Witness: 