

KURRI KURRI BAPTIST CHURCH

Policy

Privacy Policy

Child Safe Standard 8	Physical and online environments minimise the opportunity for abuse [or other harm] to occur.
Replace existing document?	No
Version:	1.0
Details of superseded documents:	N/A
Model Document Credit:	<p>Baptist Churches of NSW & ACT Privacy Policy https://nswactbaptists.org.au/privacy-policy/ © Baptist Churches of NSW & ACT</p> <p>Privacy Manual produced by Baptist Churches of South Australia Inc. March 2014 https://sabaptist.asn.au/wp-content/uploads/2018/09/Privacy-Manual.pdf</p> <p>Federal Register of Legislation. Privacy Amendment (Enhancing Privacy Protection) Act 2012 https://www.legislation.gov.au/Details/C2015C00053</p>
Adopted by governance body on:	7/12/2022
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Responsible for review:	Kurri Kurri Baptist Church Leadership

Note: Throughout this document, “Church” refers to Kurri Kurri Baptist Church, the local Church which adopted this document.

This Privacy Policy sets out how the Church manages personal information in compliance with the 2012 Privacy Amendment Act (Enhancing Privacy Protection). The Church is bound by the Australian Privacy Principles (APP) in the 2012 Privacy Amendment Act in the Privacy Act 1988 (Cth) and the 13 Privacy Principles as below:

APP1— Open and transparent management of personal information

APP2— Anonymity and pseudonymity

APP3— Collection of solicited personal information

APP4— Dealing with unsolicited personal information

APP5— Notification of the collection of personal information

APP6— Use or disclosure of personal information

APP7— Direct marketing

APP8— Cross-border disclosure of personal information

APP9— Adoption, use or disclosure of government related identifiers

APP10— Quality of personal information

APP11— Security of personal information

APP12— Access to personal information

APP13— Correction of personal information

The Church may update or amend this policy from time to time to cover any changes in law, practice or policy.

Definitions

Personal Information means:

Information or an opinion about an identified individual, or an individual who is reasonably identifiable:

1. whether the information or opinion is true or not; and
2. whether the information or opinion is recorded in a material form or not.

Sensitive Information means:

1. Information or an opinion about an individual's:
 - racial or ethnic origin; or
 - political opinions; or
 - membership of a political association; or
 - religious beliefs or affiliations; or
 - philosophical beliefs; or
 - membership of a professional or trade association; or
 - membership of a trade union; or
 - sexual orientation or practices; or
 - criminal record;

that is also personal information; or

2. health information about an individual; or
3. genetic information about an individual that is not otherwise health information; or
4. biometric information that is to be used for the purpose of automated biometric verification or biometric identification; or
5. biometric templates.

Information that we collect from you and hold about you

Personal information is only collected if it is necessary for the mission and ministry of the Church. We collect and hold personal information such as, but not limited to:

- Name
- Title
- Address
- Phone number
- Email
- Position held at church

Personal information may be collected in a variety of ways including registration or enrolment forms, in personal notes, or through your interactions with us for example, when you attend our events and when you contact us. This information is held in our databases, registrations form files and attendance lists. When the Church seeks to collect information about an individual who is under 18 years, it must make every effort to ensure that the parent / guardian provides express consent to information being collected.

Purpose of collection, holding, use and disclosure of personal information

The purpose of collection, holding, use and disclosure of the personal information is to fulfil the ministry and administrative functions of the Church. This may include things such as, but not limited to:

- contacting you;
- complying with legal obligations;
- production of the annual Kurri Kurri Baptist Church Directory (which details name, address and contact details of ministers, secretaries, other church staff and members, and regular attendees) for circulation to other members of the Kurri Kurri Baptist Church congregation;
- sending you announcements, newsletters and invitations to events that may be of interest to you;
- providing you with the 'The Church Bulletin';
- sending you prayer updates via the 'Prayer Chain';
- helping us work with you as a volunteer;
- completing a Safe Ministry Screening Check Questionnaire;
- meeting the requirements of Church Ministry roles;
- publishing content online;
- annual report submissions;
- completing lists/rolls required to be kept by the Church, e.g. members, key registers;
- in the various volunteer rosters;

Who may we disclose your information to?

We may disclose your personal information to the following groups:

- other members of the congregation for the purposes of the Church Bulletin and the annual Kurri Kurri Baptist Church directory;
- other Baptist Churches and Baptist affiliated organisations;
- insurance companies and insurance related entities e.g. claims providers, insurers etc;
- auditors;
- anyone you authorise us; or
- anyone to whom we are required to by law.

Sensitive information

We will only use or disclose sensitive information for the purpose for which we collected it or for a directly related secondary purpose, unless you give your consent to another use or we are required or permitted by law to use or disclose the sensitive information.

How to access your individual information

Your individual information can be accessed by contacting the Church Secretary by writing to:

The Secretary
Kurri Kurri Baptist Church
50 Edward Street
Kurri Kurri NSW 2327

Email: kurrikurri@baptistnsw.asn.au

Also, if you believe that a correction is required, please contact the Secretary via the above means. If you become aware that the Church is holding personal information that is no longer required, incorrect, or out of date, please notify the Secretary so they can amend or destroy the information. This will be done in a secure and sensitive way, unless the information is required to be kept.

Complaints about breach of the Australian Privacy Principles

Any complaints in relation to the breach of the Australia Privacy Principles can be made to the our Privacy Information Contact Person (the Church Secretary) by writing to:

The Secretary
Kurri Kurri Baptist Church
50 Edward Street
Kurri Kurri NSW 2327

Email: kurrikurri@baptistnsw.asn.au

We will keep you updated on the progress of correcting the breach. The Church will investigate the complaint and will notify the individual of its decision and any action taken as soon as possible.

Alternatively, the individual can complain directly to the Office of the Australian Information Commissioner (www.oaic.gov.au/).

How we keep your information secure

Information is kept as forms and/or electronically. Any record required to be kept for a minimum of forty five years is kept accordingly. These are kept in secure premises. All files and papers containing private information are disposed of securely. Also, all our staff are trained on a regular basis to ensure that they comply with the requirements of the Privacy Act.

Overseas Recipients

The Church may disclose personal information to an overseas recipient, for example, to facilitate cross cultural mission. The Church will not send personal information overseas without:

- obtaining the consent of the individual (which may be implied);
- otherwise complying with the Australian Privacy Principles.

The Church may also store personal information in the 'cloud' which may mean the information is stored on servers overseas.