



## GUIDELINE: PRIVACY POLICY

Updated: 4 February 2021

Version: 1

### **Purpose:**

The purpose of this guideline is to set out how New Vine Lakes Baptist Church (the Church) manages personal information.

### **Scope:**

The Church is bound by the Australian Privacy Principles in the Privacy Act 1988 (Cth). 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:
  - (i) racial or ethnic origin; or
  - (ii) political opinions; or
  - (iii) membership of a political association; or
  - (iv) religious beliefs or affiliations; or
  - (v) philosophical beliefs; or
  - (vi) membership of a professional or trade association; or
  - (vii) membership of a trade union; or
  - (viii) sexual orientation or practices; or
  - (ix) 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 and hold about people**

We collect and hold personal information such as:

- Name
- Title
- Address
- Phone number



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- Email
- Date of birth
- Position held at church

We also collect personal information about peoples interactions with us for example, when they make a financial transaction to us and when they attend our events. This information is held in our database, registrations form files and attendance lists.

### **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:

- To contact people.
- To comply with legal obligations.
- To produce the Church Directory (which details name, address and contact details of regular church attenders) for circulation to other regular church attenders.
- To sign people up to our email communication and invite people to our events that may be of interest and relevance.
- To help us work with people as a volunteer.

### **Who may we disclose your information to?**

We may disclose personal information to the following groups:

- Other regular church attenders for the purposes of the Church Directory – including the Pastoral Care Team and Ministry Leaders.
- Auditors.
- Anyone people authorise us too.
- 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 individuals give 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**

Individual information can be accessed by contacting the Administration Coordinator by writing to:

10 Charlton Street Eleebana NSW 2282

P: 0405 454 457

E: [admin@newvinelakes.com.au](mailto:admin@newvinelakes.com.au)

Also, if individuals believe that a correction is required, please contact us using the above details.



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### **Complaints about a breach of the Australian Privacy Principles**

Any complaints in relation to the breach of the Australia Privacy Principles can be made to the Administration Coordinator by writing to:

10 Charlton Street Eleebana NSW 2282

P: 0405 454 457

E: [admin@newvinelakes.com.au](mailto:admin@newvinelakes.com.au)

We will keep individuals 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.

### **How we keep your information secure**

Information is kept in our database or filed as forms. These are kept in secure premises. All file 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.