



Privacy Policy

22 March 2021

This Privacy Policy sets out how **Maroubra Baptist Church** and the website collects and manages personal information. The church is bound by the laws and regulations as set out in the ***Privacy Act 1988 (Cth)***. The church may update or amend this policy at any time to comply with any changes in law, practice or policy.

Definitions

Personal Information means:

1. Information or an opinion about an identified individual, or an individual who is reasonably identifiable:
 - (i) whether the information or opinion is true or not; and
 - (ii) 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;
2. that is also personal information; or
3. health information about an individual; or
4. genetic information about an individual that is not otherwise health information; or
5. biometric information that is to be used for the purpose of automated biometric verification or biometric identification; or
6. biometric templates.

What personal information we collect from you

We collect and hold personal information such as, but not limited to:

- Name
- Title
- Address
- Phone number
- Email
- Position held at church
- Photo
- Working with Children (WWC) check details
- First aid qualifications
- Medical Information

We may also collect personal information about your interactions with us. For example, when we first met you, when you attend our events and when you phone us. This information is held in our database, registrations form files, attendance and member lists. We may also collect personal information in-line with the requirements of our Safe Church Policy, Workplace Health and Safety Policy, Covid-19 Safety Plan or other similar policies.

How we collect your information

We collect information directly from you, unless it is unreasonable or impractical to do so. We may collect your information via:

- Digital, online or paper forms;
- Face-to-face meetings;
- Emails or social media messages and conversations;
- Phone calls; and
- Voice or image recording.

Purpose of collecting your personal information

The purpose of collection, holding, use and disclosure of personal information is for the fulfilment of the ministerial and administrative functions of the church. Such things may include but is not limited to:

- Contact with you;
- Compliance with legal obligations;
- Production of the church directory (which details name, photo, address and contact details) for circulation to other Maroubra Baptist Church attendees;
- sign up to our newsletters, emails and invitations to our events that may be of interest and relevance to you; or

- help us work with you as a volunteer.

How we may disclose your information

We may disclose your personal information to the following groups:

- other church attendees for the purposes of the church directory;
- insurance companies and insurance related entities e.g. claims providers, insurers etc;
- mission groups where you contribute;
- 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 we keep your information secure

We take all reasonable steps to keep the personal and sensitive information we hold secure and from being misused, lost, modified or wrongly disclosed.

Your information is kept in our database or filed as paper forms. These are kept in secure premises and only authorised persons can access your data.

When we no longer have a legal need or other use for the personal information we hold, the files and/or papers containing such private information are disposed of securely.

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:

1. obtaining the consent of the individual (which may be implied);
2. 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.

Accessing your individual information and complaints

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

PO Box 270
Maroubra NSW 2035

P: (02) 9344 3355

E: secretary@maroubrabaptist.net

Also, if you believe that a correction is required, please contact us.

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 Secretary by writing to:

PO Box 270
Maroubra NSW 2035

P: (02) 9344 3355

E: secretary@maroubrabaptist.net

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.

Policy Reviewing

This policy is scheduled for review every three (3) years or as directed in legislation.