



Privacy Policy

Introduction

This policy tells you how the Brimbank Church of Christ ('we') handle any personal information that you choose to give us. It covers every ministry and activity of our church and everyone we have contact with. We will provide you with a copy of this policy free of charge as a paper copy or in electronic form if you ask us. It also appears on our website.

What we mean

The words used here take their meaning from the Privacy Act, including the Australian Privacy Principles. Other terms may be defined in this policy.

Our commitment to you

As a church seeking to make Jesus known in our local community, we are committed to handling your personal information in accordance with the Privacy Act and its good practice guidelines. Also, we will not collect or hold more information about you than is reasonably necessary to provide the services that you wish to receive from us.

What personal information we collect and hold

If and when you choose to tell us personal information about yourself, we will collect and hold that information securely. The information we collect varies depending on the type of service we provide to you (e.g. worship services, programs for youth and young adults, programs for children, homework club, etc.) and may include:

- your name and address
- your phone number and email address
- your date of birth (only if necessary and only if you provide it)
- your emergency contact person's name, address and phone number
- identity of persons with authority to collect your children from a church activity
- your participation in church activities or services
- any communication you have with us
- information required if you are employed by us.

Sometimes we or others may take photographs of church-related activities that may include you. If you wish not to be included in any such photographs, please indicate your wishes to the photographer.

Where it is necessary because of the services we provide you, we may need to ask you for some sensitive information, which we treat with the utmost care. Where you choose to give us sensitive information about you, this may include:

- any matters relating to your health, such as food allergies
- the results of any Working with Children or criminal record checks that are necessary.

How we collect and store your personal information

If and when you choose to tell us personal information about yourself, we will collect and hold that information securely. We may store information on paper records or in electronic form.

When information is stored in paper records, sensitive information will be stored in locked filing cabinets unless you consent to its being made public (e.g. in the form of a church contact directory). Where personal information is stored in electronic form by the church leadership team (Elders, Secretary and Treasurer) or by a program leader, it will be password protected.

We will give you a copy of this policy either at the time you give us personal information or as soon after that as practicable.

We will take reasonable steps to make sure the personal information you give us is accurate, up to date and complete.

We will take reasonable steps to protect your personal information:

- from misuse, interference and loss; and
- from unauthorised access, modification or disclosure.

When we no longer need your personal information for any purpose for which you provided it, we will take reasonable steps to destroy or de-identify the information, provided we are not required by or under an Australian law, or a court/tribunal order, to retain it.

We will not take an electronic copy of a document that proves your identity, such as your driver licence. (This is called ID scanning.)

Why we collect and hold your personal information

We need to collect and hold personal information about you to provide you with our services, having in mind your safety and the safety of others. You choose what personal information you tell us. If you do not tell us some personal information, we may not be able to provide some services to you. For example, if you do not tell us your address, we won't be able to offer pastoral visits to your home.

Some services we offer (e.g. worship services) may be able to be provided to you anonymously. If you wish, you may remain anonymous or use a pseudonym in relation to some of the services that the church offers.

If we collect your personal information under an Australian law or a court/tribunal order, we will tell you the name of the Australian law, or details of the court/tribunal order, that requires or authorises the collection.

How we will use and disclose personal information

We will use the personal information you give us to provide services to you (e.g. worship services, programs for youth and young adults, programs for children, homework club, etc.).

When you give us personal information about you for a particular purpose, we will not use that information for another purpose unless you agree.

We will not disclose your personal information to others outside the church's leadership unless you consent or unless it's required by law. We will take reasonable steps to make sure the personal information we use or disclose is accurate, up to date, complete and relevant, having regard to the purpose of the use or disclosure.

If someone gives us personal information about you that we have not asked for, we will ask you whether you agree to allow us to hold and store that information. If you do not agree, we will destroy or de-identify that information, provided it is lawful and reasonable to do so.

We will not use or disclose your personal information for the purpose of direct marketing.

We will not use or disclose any of your government related identifiers (e.g. drivers licence number, tax file number, etc.) unless:

- it is reasonably necessary for us to verify your identity for the purposes of our activities or services; or
- the use or disclosure of the identifier is required or authorised by or under an Australian law or a court/tribunal order; or
- we reasonably believe that the use or disclosure of the identifier is reasonably necessary for an enforcement related activity conducted by, or on behalf of, an enforcement body.

How you can access and correct your personal information

We will give you a copy of the personal information you give us and which we hold upon request, subject to the exemptions listed in the Act.

If you tell us about any errors in your personal information, we will take such steps as are reasonable in the circumstances to correct that information to ensure that, having regard to the purpose for which it is held, the information is accurate, up to date, complete, relevant and not misleading.

Reporting suspected mishandling of your personal information

We will deal promptly with any complaint you raise with us about the way your personal information may have been mishandled. You can contact us in any of the ways listed below, with preference for any complaint being in writing or via email. We will tell you what we find about any mishandling of your personal information as soon as is reasonably practicable.

Disclosure of personal information to overseas recipients

We will not disclose your personal information to overseas recipients other than to any agency we deal with which may use an overseas-based contractor for administration or payment or similar services on its behalf. We will take reasonable steps to ensure the policies of any overseas-based contractor we use meet the Australian Privacy Principles.

Contacting us

You can contact the Brimbank Church of Christ Incorporated:

by post at PO Box 70, Niddrie VIC 3040

by email at info@brimbank.org

by phone on 0405 685 567 (Secretary, Graeme Oke)

If this policy changes, a copy of the updated policy will be placed on our website www.brimbank.org.

References

The *Privacy Act 1988*

The Australian Privacy Principles from Schedule 1 of the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*

Australian Privacy Principles — a summary for APP entities — www.oaic.gov.au

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Dated: 16 June 2021