



PRIVACY POLICY

Purpose

Calvary Family Church is committed to respecting individuals' rights to privacy. As a church we collect and use information regularly and need to ensure that we uphold the trust people place in us when they provide information about themselves. Calvary recognizes the importance of privacy and the legal requirements that exist under the Australian Privacy Principles set out in the Privacy Act 1988 (as amended from time to time). It is the responsibility of volunteers to fulfill these requirements when collecting, updating or using information provided by the members of Calvary Family and our visitors. In summary, we advise those providing information how it will be used and then do not use information for any other purpose. We also endeavor to ensure that information is kept up to date and that individuals have control over the information we hold.

The Policy sets guidelines for the collection, use, access, correction and storage of personal information in accordance with the Australian Privacy Principles.

This policy applies to all Pastors, other paid staff and volunteers appointed by Calvary Family Church. It is a fundamental expectation of any such roles that the person ensures the commitments of the church contained in this Privacy Policy are upheld.

Definitions

Personal Information

Personal Information is information or an opinion that identifies or could reasonably identify an individual. Some examples are name, address, telephone number, date of birth, medical records, bank account details, and opinions.

The kinds of personal information that Calvary Family Church collects and holds, includes but not limited to, data collected from connect cards (name, address, telephone number, date of birth etc), prayer request and praise report forms (names, details of request), credit card giving and direct debit forms (also covered by bank policy), conference, camp and church programme and event registrations.

Under this Policy, Personal Information *excludes* information related to current or former employment relationships with the church and church employee records (such as employment records, payslips and personnel files). Pastors and other paid staff seeking to access such information may request this and will be entitled to some such information in accordance with the Fair Work Act 2009.

Sensitive Information

Sensitive Information is Personal Information that is more sensitive because of the propensity for it to be used to the prejudice of the owner of this information and includes:

- health (including predictive genetic information)
- racial or ethnic origin
- political opinions

- membership of a political association, professional or trade association or trade union
- religious beliefs or affiliations
- philosophical beliefs
- sexual orientation or practices
- criminal record
- biometric information that is to be used for certain purposes
- biometric templates

Collection

Calvary Family Church will only collect personal information when necessary for its functions and activities. Calvary Family Church may collect sensitive information related to its activities where that information relates solely to the members of the organisation or to individuals who have regular contact with the organisation in connection with its activities. Calvary Family Church will not otherwise collect sensitive information unless the individual has consented, and the information is reasonably necessary for its functions and activities unless the collection of that information is required by law.

Calvary Family Church will only collect personal information in a way that is fair and lawful. Personal information will only be collected directly from the individual (rather than from a third party) unless it is unreasonable and impracticable to do so.

Use and Disclosure

Calvary Family Church will only use or disclose an individual's personal information (including sensitive information) for the purpose for which it was collected unless the individual has consented to the use or disclosure of that information for another purpose.

Calvary Family Church may also use and disclose an individual's personal information for a secondary purpose where the individual would reasonably expect Calvary Family Church to use or disclose their personal information for the secondary purpose. For example, an activity that comes out of a conference that the attendees may be interested in being included in.

Calvary Family Church may disclose personal information to an enforcement body where it believes necessary (for example, police, Centrelink, ATO) or where that use or disclosure is required or authorised by or under an Australian law or a court tribunal order. A written note of that use or disclosure will be recorded.

Calvary Family Church will use personal information for promoting church events and programs, only where

- the information was collected from the individual;
- the individual would reasonably expect it; and
- the individual has not made a request, not to receive such communications.

Calvary Family Church will ensure there is a simple means by which individuals can easily request not to receive promotional communications.

Integrity of personal information

Calvary Family Church will take all reasonable steps to ensure that personal information collected is accurate up to date and complete.

We will also protect the information from unauthorised access, modification, disclosure, misuse, interference and loss.

Calvary Family Church will destroy or de-identify any personal information that is no longer needed for the purpose for which it was collected.

Access and Correction

If an individual establishes that the personal information collected about them is not accurate, complete or up to date we will take reasonable steps to rectify this. Individuals can advise of changes in personal information in person or in writing to the office.

Access to personal information may be requested by the individual by making a request in person with identification to a Pastor at the Calvary Family Church office. We will endeavour to provide such access within a reasonable timeframe. However, an individual can only request access to the personal information that concerns them.

Notwithstanding the above, Calvary Family Church may refuse to provide an individual access to personal information where it is reasonably believed that:

- giving access would pose a serious threat to the life, health or safety of any individual, or to public health or public safety,
- giving access would have an unreasonable impact on the privacy of other individuals; or
- the request for access is frivolous or vexatious;
- the information relates to an existing or anticipated legal proceeding (other than the formal process of discovery in those proceedings);
- giving access would prejudice negotiations with the individual or would reveal evaluative information generated within the church in connection with a commercially sensitive decision-making process.
- giving access would be unlawful, or would be likely to prejudice one or more enforcement related activities conducted by, or on behalf of, an enforcement body;
- denying access is required or authorised by or under an Australian law or a court/tribunal order;
- there is reason to suspect that unlawful activity, or misconduct of a serious nature, that relates to the entity's functions or activities has been, is being or may be engaged in and giving access would be likely to prejudice the taking of appropriate action in relation to the matter.

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