



ST MARK'S NORTHBRIDGE PRIVACY POLICY

Last Updated: December 2015
Approved by Parish Council: February 2016

1. Our Approach to Privacy

St Mark's Northbridge is a parish within the Anglican Church, Diocese of Sydney, which is bound by the *Privacy Act 1988* and which recognises and seeks to abide by the National Privacy Principles contained within the Act.

To find out more about the Privacy Act or the National Privacy Principles, visit the following website: <https://www.oaic.gov.au>

This policy outlines how these principles are to be enacted at St Mark's Northbridge (hereafter 'the Church') and all staff and volunteer leaders are required to comply with this policy when handling personal information.

2. Collection and Retention of Information

We collect and retain information only when necessary for the purposes of the ministry and related activities of the Church. No one is under any compulsion to provide us with any personal information unless they wish to. Furthermore, you are free to request at any time that the Church delete information kept about you in church records and any such request will be given serious consideration.

The Church may collect general information about you such as your name, address, and other contact details. We may also collect other personal information including credit card or bank account details during the course of dealing with you, for example when you wish to obtain goods or services from the Church, when you register for conferences, courses, or events, when you spend money on behalf of the Church and require reimbursement, or when you donate to the Church or its partners. At times, we may collect some sensitive information such as health information, although only where it is necessary and where the purpose of our collecting it is clear to you. In some circumstances, where you do not provide us with certain information we may be unable to provide you with access to some of our services or programs.

Church staff members and leaders will also from time to time learn personal information about you through your personal disclosure as part of pastoral conversations. All such information shared will be handled with the strictest confidence.

Personal information about former members may be retained for a period of time.

3. Use and Disclosure of Information

We use information only for the purposes for which it was collected. We will not use or disclose your personal information for any other purpose without first seeking your consent, unless authorised or required by law. Generally we will only use personal information for the following purposes:

- (a) to establish and maintain a record of your involvement and attendance;
- (b) to contact you (either as an individual or as part of "corporate communication");
- (c) to register you for events or conferences;
- (d) to answer an inquiry;
- (e) to provide you with products or services you have requested from the Church;

- (f) to process a donation you have made;
- (g) to reimburse you for expenses;
- (h) to publish a Church Directory for our members;
- (i) to establish your suitability for various ministries.

In regard to “corporate communication” such as group emails or general church mailings, you are free at any time to elect not to receive such communication and we will abide by your request.

In regard to our Church Directory, only those who grant permission for their name and details to be included will have their information published. Moreover, you are able to choose what contact information you make available in that forum. The Church Directory is generally republished annually and inclusion/exclusion of personal information can be reviewed every time it is republished. Church members are encouraged not to pass on the information contained in the Directory to those who are not members of the church.

Where church members ask a member of staff to supply your contact details, the staff member in question will feel free to provide any information already published in the Church Directory. Where a church member seeks information about you not contained in the Church Directory it will not be passed on without prior consent from you.

The Church will at no time supply any personal information about you to other organisations or to people who are not members of the Church.

4. Data Security

The Church will take all reasonable steps possible to keep secure the personal information which we hold and to protect it from unauthorised disclosure and misuse. This includes secure buildings for hard-copy information, and firewalls and password protection for information that is digitally stored.

5. Access and Correction

The Church will make every reasonable effort to ensure that any information collected and retained is kept accurate, complete, and up-to-date. To update your personal information you can contact the Church Administrator at any time.

You have a right to request access to personal information held by the Church at any time. The Church will provide individuals with access to their personal information as required by law unless there are reasonable legal reasons not to do so. To request access to the personal information that the Church holds about you please contact the Church Administrator or the Rector.

6. Concerns and Complaints

The Church is committed to dealing quickly and appropriately with any concern or complaint you may have in relation to our privacy practices. If you are concerned about how personal information is being collected, protected, or used please contact the Rector in writing, setting out your concerns.

If you are not satisfied by our handling of any complaint, you can refer it to the Office of the Australian Information Commissioner:

Office of the Australian Information Commissioner
GPO Box 5218
Sydney NSW 2001
Australia
Phone: 1300 363 992