

# Southern Community Church of Christ Privacy Policy

## Introduction

Your privacy is important to us. The Southern Community Church of Christ (SCCC) is committed to protecting your privacy and to ensure we uphold your trust. Our Privacy Policy is created in compliance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles. It covers how we collect, use, disclose and store your information.

## POLICY

### 1. Why we collect your personal information

SCCC is a non-profit organisation committed to raising up fervent followers of Jesus Christ who will reach out and impact communities, cities and nations for the kingdom of God. To accomplish this, we provide a range of Christian programs and services including our church services, life groups, kids and youth programs, community and mission projects and our discipleship training courses. To participate in certain programs or activities, we need to collect some information from those who want to be involved with our church, enabling us to communicate with them and provide the requested services.

### 2. What information do we collect and hold?

The information we collect about you will vary depending on the nature of involvement and the activities that you choose to be involved in. We endeavour to only ask you for information that is reasonably necessary for the activities you are seeking to be involved in. You are not required to provide the personal and/or sensitive information that we request, but if you chose not to provide it, it may hinder or prevent your involvement or inclusion in some activities and communications and the degree of pastoral support and care that we can provide you with.

The Information that we collect may include:

- Contact details (name, address, telephone numbers, email, etc.);
- Personal details (birthdate, marital status, gender, etc.);
- Family details (spouse, children, etc.) and
- Education qualifications and occupation information (profession, job title, etc.)

Some personal information is considered “sensitive information”. At times we collect sensitive information about you, including:

- Health information;
- Religious information (attendance, spiritual milestones, etc.);
- Professional and practice information;
- National Police check;
- Credit card details; and
- Working With Children Check Status.

### **3. Electronic Communication**

#### **3.1 Visiting our Website**

Anytime you access an unsecured part of our website, (that is, a public page that does not require you to log on), we will collect information about your visit, such as:

- The time and date of visit;
- Any information or documentation that you download;
- Your browser type; and
- Internet protocol details of the device used to access the site.

#### **3.2 Cookies**

A "cookie" is a small text file which is placed on your internet browser and which we may access each time you visit our website. When you visit the secured pages of our website (i.e. pages that you must provide login details to access) we use cookies for security and personalisation purposes.

When you visit the unsecured pages of our website (i.e. public pages that you can access without providing login details) we use cookies to obtain information about how our website is being used.

You may change the settings on your browser to reject cookies; however, doing so might prevent you from accessing the secured pages of our website.

#### **3.3 Email**

When we receive emails, we will retain the content of the email and our response to you where we consider it necessary to do so.

Your email address will only be used or disclosed for the purpose for which it was provided. It will not be added to any mailing list or used for any other purpose without your consent.

### **4. Images**

SCCC or our agents may record or photograph various activities of SCCC such as special services, camps and other events. Images of the people attending or participating in our activities may be used and shown on our website and for other promotional purposes. By attending our services (or other activities) you agree to SCCC using your image and personal information in these recordings (subject to Clause 4).

Where the events or activities are specifically for children under the age of 18, written consent from a parent or guardian will be requested prior to use.

## **5. How we collect your information**

We collect information directly from you unless it is reasonable or impractical to do so. Where we collect information from third parties and it is not personal information that is contained in a Commonwealth record, we will take reasonable steps to destroy or de-identify the information as required by law.

We collect personal information about partners, attenders, supporters, donors, volunteers, employees, contractors and visitors to our events by:

- Any of the forms on the website, other electronic means or paper forms (visitor's card, event registration, decision card, etc.)
- Face-to-face meetings;
- Email or social media message or conversations;
- Phone calls;
- Voice or image recording; and
- Church App on Smart Phone.

## **6. How we use your information**

SCCC will only use your personal and sensitive information for the reason we collect it as outlined above and for the purpose(s) for which it was collected and for any other purposes that you consent to, or as otherwise reasonably expected or permitted by law.

Generally we will only use and disclose your personal information as follows:

- to establish and maintain your involvement with SCCC, including providing you with emails and newsletters;
- to answer your inquiry;
- to register you for events, conferences or workshops;
- or direct promotion of services and events and to keep you informed of new developments we believe may be of interest to you. If we contact you in this way without obtaining your prior consent, you are welcome to notify us to decline any further promotional communications;
- aggregated data may be provided to third parties providing services to SCCC, or for administrative and duty of care purposes; and to the Churches of Christ in Victoria and Tasmania (CCVT) to analyse trends and statistical reports for use in developing programs and management.
- on a confidential basis to SCCC staff, Board members and leaders for the purposes of church business or where the law requires SCCC to do so; and
- on occasions, personal information will be published in the church roll, church directory, weekly bulletins, newsletters, rosters, magazines, minutes of meetings, training programs and prayer requests.

## **7. Access to your information**

You can gain free access to your personal and sensitive information by requesting it from us. In some circumstances, we may need to deny your access request, for example where:

- Granting you access would have an unreasonable impact on someone else's privacy;
- Any other reason as consistent with the Privacy Act.

In such a situation, we will provide you with an explanation for why access is denied. If deemed necessary, the explanation will be provided in writing.

## **8. Correcting your personal information**

We desire that each person's personal information we hold and collect is relevant, accurate, complete and up-to-date. We encourage all Members and Attenders to assist us in this by updating their details when appropriate.

## **9. Security**

SCCC will take reasonable steps to keep secure any personal information which we hold and to keep this information accurate and up-to-date. Personal information is stored in a secure server or secure files.

The Internet is not a secure method of transmitting information. Accordingly, SCCC cannot accept responsibility for the security of information you send to or receive from us over the Internet or for any unauthorised access or use of that information.

## **10. Contacting us**

If you have any questions or concerns about our Privacy Policy or if you would like to make a complaint about a possible breach of local privacy laws, please contact the Privacy Officer (details below).

To effectively address your complaint, we may request further information from you about it before we address it. If you are not satisfied with our response, you may refer your complaint to the Australian Information Commissioner (OAIC) on <http://www.oaic.gov.au/>.

## Implementation and Communication

All policies are available upon request from the Safety Contact Person by anyone in regular attendance at the SCCC.

On acceptance by the Board members, this policy will be distributed to all existing staff, volunteers and leaders. It is the responsibility of Ministry Leaders to ensure all Team Members and Team Leaders have read and understood this policy.

All new staff, volunteers and leaders will be given access to all the SCCC policies and procedures.

### Privacy Officer

Name:	Monique ten Hoopen
Phone number:	03 8541 9718
Email:	monique@sccc.team
Church office:	03 9584 8499

## Applicable Legislation, References and Other Policies

Item	Description
Privacy Act 1988 (Cth)	The Privacy Act 1988 (Cth) regulates how personal information is handled.
Australian Privacy Principles	The Australian Privacy Principles (APPs), outline how we must handle, use and manage personal information.