

Purpose Statement

Albany Baptist Church (ABC) recognise the right of people to keep their personal information private. This Privacy Policy is created in compliance with the Australian Privacy Principles (APPs) required by the Privacy Act 1988, and the Privacy Amendment (Enhancing Privacy Protection) Act 2012. It covers how we collect, use, disclose, and store personally identifiable information.

Biblical Basis

In the Ten Commandments (Exodus 20:15) it states, “You shall not steal.” In our modern world, people’s names and contact details can be easily stolen and used for many unholy purposes. It thus remains the responsibility of all organisations to keep people’s possessions, including their details and information about them safe.

What information is collected

Information collected will vary depending on a person’s involvement or ministry activity at ABC. ABC seeks to only collect information that is deemed reasonably necessary to enable the pastoral and administrative functions of ABC, including the provision of various ministries and events. Where practicable, the purpose for collecting personal information will be made clear at the time of collection.

General personal information collected may include:

- Contact details (name, address, telephone numbers, email)
- Personal Details (birthdate, marital status, gender)
- Family Details (spouse, children)
- Education qualifications and occupation information
- Attendance records

For more involved members of the church and or events, ABC may also collect other types of personal information. This may be considered ‘sensitive information’ and can include:

- Health information
- Religious information (e.g. spiritual milestones, denominational details)
- Criminal Record
- Credit Card details.

How information is collected

Information is collected directly from the person unless unreasonable or impractical to do so. Information is collected through the following:

- Any of the forms on our website, church app, church database or in paper forms
- Phone Calls & Voice recordings
- Emails or social media
- Face to face meetings

- Images
- Anecdotal

How information is used

ABC will use the personal information collected for the purpose disclosed at the time of collection, or otherwise set out in this Privacy Policy. We will not use personal information for any other purpose without first seeking a person's consent, unless authorised or required by law. Information will not be sold to other entities.

Primarily ABC will only use and disclose personal information as follows:

1. To establish and maintain a person's involvement with ABC.
2. For direct promotion of the church's activity, ministries, upcoming events. This includes any new developments that are believed to be of interest to the person contacted. If contact in this way was established without obtaining prior consent, ABC provide clear opportunities to decline any further promotional communications.
3. For providing appropriate pastoral care
4. To third parties that are retained to assist us in ABC operations. In some circumstances ABC may disclose sensitive information to third parties as part of our ministry requirements (e.g. Safe Ministry Check).
5. To adhere to government safety regulations, as required.
6. To respond to a request for disclosure as required or authorised by an Australian law or court/tribunal order.

Transfer of Personal Information Overseas

Some of the third-party service providers ABC disclose personal information to may be based in, or have servers located outside of Australia. Where personal information is disclosed to third parties overseas, ABC will take reasonable steps to ensure that data security and appropriate privacy practices are maintained. We will only disclose to overseas third parties if:

- you have given us your consent to disclose personal information to that third party; or
- we reasonably believe that:
 - the overseas recipient is subject to a law or binding scheme that is, overall, substantially like the APPs; and
 - the law or binding scheme can be enforced; or
- the disclosure is required or authorised by an Australian law or court / tribunal order.

Access To Information

Privacy policy



Any person can request access to the personal information that ABC holds about them by contacting ABC administration. ABC will provide a person with access to their personal information, unless legally authorised to refuse a request, or as otherwise identified within the APPs.

A person should contact ABC administration should any personal information be out of date or inaccurate. A person wishing to delete personal information from ABC records, must provide a request in writing to the church administration at the contact details listed below. In response information will be deleted wherever practicable in line with our legislative requirements.

Security of Information

ABC will take reasonable steps to keep secure any personal information held, and to keep this information accurate and up to date. Personal information will be stored in a secure server or within secured files. Only authorised persons will have access to personal information stored in ABC's records.

Contact

Email: admin@albanybaptist.com.au

Phone: 9841 8699

| Documents related to this policy | |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Associated Legislation (where relevant) & Guidelines | Privacy Act 1988 (Cth) Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth) Australian Privacy Principles (APPs) |
| Related Policies | Safe Church Policy |
| Forms or other organisational documents | |

| Date Policy approved: 17/10/2024 | | | Next review due: 2025 |
|----------------------------------|-------------|---------------------------|-----------------------------------------------------------------------------------------------------------------|
| Approved by: Elders Meeting | | | |
| Version Number | Review Date | Authors / Reviewers | Amendments/Comments |
| V1 | 2023 | Jordan Diaz Phil Beeck | Rewrite / Re-creation of Privacy Policy |
| V1.1 | 5/08/2024 | Jodie Pol/Elders | Formatting and rewording to 3 rd person. More detail added to what and how information is collected. |
| V1.2 | 19/9/2024 | Phil Beeck/Elders | Added dot points re attendance and pastoral care |
| V1.3 | 17/10/24 | Phil Beeck/Elders | Change from church secretary to admin for contact |

To be issued to: Staff, ministry leaders, elders, all people giving details to church