

## Privacy Policy

<b>Name:</b>	Handling personal information
<b>Type of Policy:</b>	Parish
<b>Position Responsible:</b>	Church Wardens
<b>Approved By:</b>	Shaun McGregor – Senior Pastor
<b>Date Approved:</b>	November 2018

### 1. Introduction

Kurrajong and North Richmond Anglican Church (KNAC) is committed to collating, storing and using all parishioners' personal information in a secure and private manner. KNAC is exempt from the requirements of the *Privacy Act* as a "small business". However, to respect your privacy, we will seek to deal carefully with any personal information we collect and retain in the manner set out in this policy.

### 2. Purpose

We collect and retain information for the purpose of ministry and related activities of KNAC.

### 3. Scope

The information will be disclosed to staff and relevant church workers, as defined in Faithfulness in Service 2014. It will be handled in accordance with our privacy policy.

### 4. Accountability

The wardens of KNAC are ultimately responsible for the church's compliance with this policy. Each committee, employee and volunteer is responsible for maintaining and protecting the personal information under its control and is accountable for such information to the wardens.

### 5. Definitions

Nil



1005 Grose Vale Road  
Kurrajong 2758  
Phone: (02) 4573 2183  
Email: [admin@knac.org.au](mailto:admin@knac.org.au)  
A.B.N. 505 287 746 48

## **6. Policy details**

### **Collection of Information**

We may ask for general information about you such as your name, address and other details so that we can contact you, provide services to you, or for the purpose of your participation in church activities. The information collected may include some sensitive information such as health information, your religious beliefs and so forth. Where practicable, the reason for collecting personal information will be made clear at the time of collection.

You are not required to give us any personal information. However, if you do not provide us with certain information, we may not be able to provide you with access to some of our services or allow you to participate in some of our activities.

### **Use and Disclosure of Information**

We use information only for the purposes we have disclosed at the time of collection, or otherwise as set out in this Privacy Policy. We will not use or disclose your personal information for any other purpose without first seeking your consent, unless authorized or required by law.

We will not mention any sensitive information provided to us - such as health information - in newsletters, bulletins or emails without your approval (or the person responsible for you). Generally, we will only use and disclose your personal information as follows:

1. to maintain a record of your involvement and attendance,
2. to facilitate your participation in the activities of the Church,
3. to care for you pastorally,
4. to answer your questions,
5. to keep you informed of news about the Church and new developments we believe may be of interest to you, and
6. to publish a directory of Church members to those participating (where you have given permission).



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### **Information Quality**

We will endeavor to keep your personal information complete, accurate and up to date.

### **Information Security**

We will take reasonable steps to keep the personal information which we hold secure and to protect it from unauthorized disclosure and misuse.

### **Access and Correction**

We will generally provide you with access to your personal information and take reasonable steps to correct information which is inaccurate, incomplete or out of date. To request access to the personal information that we hold about you please contact the Wardens. If you wish to have your personal information deleted, please let us know and we will delete that information unless we need to retain it for our purposes or to comply with the law.

### **Church Directory**

The Church Directory is a collection of personal information designed to facilitate relationships and ministry. It is provided in both paper and electronic form to all those in the directory.

Individuals and families may choose to be included in the Church Directory, in addition to their personal information being held for church ministry purposes. Permission for inclusion must be explicitly indicated on the 'Joining our Church' Form. Individuals and families can stipulate which information is included in this directory. Individuals and families may withdraw their permission at any time, on the understanding that the information will remain included for the period of the current directory.

The information contained in the directory is only to be provided and used by those who have also elected to be included in the directory. The purposes for which the information is to be used by these people is indicated on the 'Joining our church' form and in the directory itself. These purposes are summarised below:

The information in the Church Directory is only to be used for purposes that are related to the activities and ministries of *Kurrajong and North Richmond Anglican Church*. This includes contacting someone for the purpose of fellowship, encouragement, hospitality and the like. We encourage such love and support for



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each other. However, we ask that you use good judgment in relation to such use of contact information. For example, if a person makes it clear they did not expect their information would be used for a certain purpose or communicates that the contact is unwelcome; you should respect that person's wishes. A person's address, email address or mobile phone number is not to be used on a bulk distribution list unless the communication relates to a church activity or, in any other case, the person has given their express consent.

### Questions or complaints

Any questions about this Privacy Policy or complaints about our handling of personal information should be directed to the Wardens.

### 7. References

Handling personal information: privacy issues for parishes, Regional Seminars Aug-Sept 2014, Privacy Resources.

Please contact Steve Lucas (SDS Legal Counsel) on 9265 1647 or [szl@sydney.anglican.asn.au](mailto:szl@sydney.anglican.asn.au) if you require assistance.

### 8. Related Documents

Nil

### 9. Acknowledgements

Nil

### 10. Audit / Compliance

Yearly

### 11. Revision History

Revision No.	Person Responsible	Approving Authority	Approved
1			November 2018



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**12. Next Review Date**

**November 2019**

<b>Policy / Procedure Risk Rating category</b>	<b>Consequences</b>	<b>Review Period</b>	<b>Evidence of understanding</b>
risk		or more frequently	ant church staff team and all parishioners must be aware of the document.