
PRIVACY POLICY

PURPOSE OF POLICY

As we reach out to our community with the gospel of our Lord Jesus, we collect personal information to form connections and build ongoing relationships.

We respect your right to privacy and are committed to dealing with personal information we collect from you in a careful and responsible manner.

This policy sets out how we will handle your personal information. Although the *Privacy Act 1998* (Cth) does not apply to us, we have been guided by the Australian Privacy Principles in our approach to your privacy.

APPLICATION AND SCOPE

This policy covers the handling of personal information of individuals who are not officeholders or employees of the parish.

It applies to all parish staff, including officeholders and employees, as well as authorised volunteers, who handle personal information collected by the parish.

This policy must be read together with *Faithfulness in Service: A national code for personal behaviour and the practice of pastoral ministry by clergy and church workers* (as amended from time to time).

This policy applies in addition to safe ministry obligations, which are set out in *Faithfulness in Service* and other documents such as the *Safe Ministry Blueprint For Churches* published by the Office of the Director of Safe Ministry (as amended from time to time). These documents are available at link <https://safeministry.org.au/resource-docs/>.

This policy can be reviewed and amended by the parish at any time and does not form a part of any employee's contract of employment and imposes no contractual obligations on the parish.

COLLECTION OF PERSONAL INFORMATION

Personal information is information or opinion that reasonably identifies an individual, such as an individual's name, address, phone number and photos.

Sensitive information is a subset of personal information and includes information or opinion about matters such as an individual's religious beliefs, sexual orientation and practices, health, and criminal record.

Generally, we collect personal information where reasonably necessary for ministry and related activities. The reason for collection will usually be made clear at the time of collection.

We only collect sensitive information about you and/or your children where reasonably necessary with your consent or when we are required or authorised by law to do so.

TYPES OF PERSONAL INFORMATION WE COLLECT

The type of information we collect, store and use, will vary depending on the purpose of collection. We usually collect your personal information directly from you, including through our website and data storage system, Elvanto. In some circumstances, we may collect your personal information via third parties (such as our online payment systems).

Examples of the types of personal information we may collect:

- name
- contact details
- family details, including personal details of any children (including date of birth of children)
- congregation and church status (visitor, newcomer, attendee, member)
- your image, video and sound recordings (during service recordings or special event photography)
- financial details (if applicable for giving purposes)

For safe ministry purposes, we also collect and hold the following personal information relating to individuals who serve in child-related ministries in our parish:

- full name
- date of birth
- Working with Children Check (WWCC) clearance number
- expiry date of WWCC clearance
- date of last Safe Ministry training

USE OF PERSONAL INFORMATION

We will use your personal information for the purposes stated at the time of collection, for other purposes within your reasonable expectations, and otherwise as set out in this policy.

Examples of how we use your personal information include:

- to maintain a record of your involvement and attendance;
- to record your attendance, payment and/or registration for our events and activities;
- to answer your question/s or respond to feedback;
- to comply with legal requirements;
- to provide you with pastoral care and support;
- to notify you of church news, including upcoming events and activities; and
- to publish a parish directory to be used by members of our church family.

We may use your personal information to generate aggregated statistical data and reports. These materials will be used for internal analytics to improve our ministries and outreach into the community.

We will not use your personal information for any other purpose without your consent, unless authorised or required by law.

SECURITY OF PERSONAL INFORMATION

Only authorised persons, such as ministry and administrative staff, have access to your personal information. Access to your financial information is limited to the church wardens.

Your personal information is stored on Elvanto (also called Tithe.ly), our electronic database, and protected through encryption, firewalls, secure buildings and computer security systems. Any financial information is stored via Tithe.ly or else in MS Teams, in protected files with restricted access.

ACCESS AND CORRECTION OF PERSONAL INFORMATION

We will take reasonable steps to ensure your personal information is relevant, accurate, complete and up-to-date.

You may access or correct your personal information at any time if you have access to our electronic database. Otherwise, please email us at [office@marsdenpark.church].

If you do not wish to receive our communications or would like us to delete your personal information, please email us at [office@marsdenpark.church]. We will comply with your request unless we need to retain your personal information for the purposes it was provided, or to comply with legal requirements.

QUESTIONS AND COMPLAINTS

If you have a question about this policy or a privacy-related complaint, please contact us at [office@marsdenpark.church]. We care about protecting your privacy and will seek to address your concerns promptly.