

## PRIVACY POLICY

Policy number	ADMPOLO11	Version	V.190916
Drafted by	J Rakadrudru	Approved by Board on	
Responsible person	M Usumaki	Scheduled review date	31/01/2020

### INTRODUCTION

The Board of Harbour City Harvest Church (the church) is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

### PURPOSE

The purpose of this document is to provide a framework for the church in dealing with privacy considerations.

### POLICY

The church collects and administers a range of personal information for the purposes of the church. The church is committed to protecting the privacy of personal information it collects, holds and administers.

The church recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies and also reflected in our Privacy Policy, which is compliant with the Privacy Act 1988 (Cth).

The church is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

The church will

- Collect only information which it requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

HARBOUR CITY HARVEST CHURCH BY-LAWS

ABN: 83 894 491 228  
[NSW, AUSTRALIA]

**AUTHORISATION**

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Chairman

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Date

Harbour City Harvest Church

## PRIVACY PROCEDURES

Procedures number	ADMPRO011	Version	V.270916
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Responsible person	M Usumaki	Scheduled review date	31/01/2020

### RESPONSIBILITIES

Harbour City Harvest Church's Board is responsible for developing, adopting and reviewing this policy.

The church's Secretary is responsible for the implementation of this policy, for monitoring changes in Privacy legislation, and for advising on the need to review or revise this policy as and when the need arises.

### PROCESSES

#### Collection

The church will:

- Only collect information that is necessary for the performance and primary function of the church.
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.
- Collect personal information from the person themselves wherever possible.
- If collecting personal information from a third party, be able to advise the person whom the information concerns, from whom their personal information has been collected.
- Collect Sensitive information only with the person's consent. (Sensitive information includes health information and information about religious beliefs, race, gender and others).
- Determine, where unsolicited information is received, whether the personal information could have been collected in the usual way, and then if it could have, it will be treated normally. (If it could not have been, it must be destroyed, and the person whose personal information has been destroyed will be notified about the receipt and destruction of their personal information).

#### Use and Disclosure

The church will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- For other uses, the church will obtain consent from the affected person.

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## HARBOUR CITY HARVEST CHURCH BY-LAWS

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- In relation to a secondary purpose, use or disclose the personal information only where:
  - a secondary purpose is related to the primary purpose and the individual would reasonably have expected us to use it for those purposes; or
  - the person has consented; or
  - certain other legal reasons exist, or disclosure is required to prevent serious and imminent threat to life, health or safety.
- In relation to personal information which has been collected from a person, use the personal information for direct marketing, where that person would reasonably expect it to be used for this purpose, and the church has provided an opt out and the opt out has not been taken up.
- In relation to personal information which has been collected other than from the person themselves, only use the personal information for direct marketing if the person whose personal information has been collected has consented (and they have not taken up the opt-out).
- State in the church's privacy policy whether the information is sent overseas and further will ensure that any overseas providers of services are as compliant with privacy as the church is required to be.
- Provide all individuals with access to personal information except where it is a threat to life or health or it is authorized by law to refuse and, if a person is able to establish that the personal information is not accurate, then the church must take steps to correct it. The church may allow a person to attach a statement to their information if the church disagrees it is inaccurate.
- Where for a legal or other reason we are not required to provide a person with access to the information, consider whether a mutually agreed intermediary would allow sufficient access to meet the needs of both parties.
- Make no charge for making a request for personal information, correcting the information or associating a statement regarding accuracy with the personal information.

### **Storage by the church**

- Implement and maintain steps to ensure that personal information is protected from misuse and loss, unauthorized access, interference, unauthorized modification or disclosure.
- Before the church discloses any personal information to an overseas recipient including a provider of IT services such as servers or cloud services, establish that they are privacy compliant. The church will have systems which provide sufficient security.
- Ensure that the church's data is up to date, accurate and complete.

### **Destruction and de-identification by the church**

- Destroy personal information once it is not required to be kept for the purpose for which it was collected, including from decommissioned laptops and mobile phones.
- Change information to a pseudonym or treat it anonymously if required by the person whose information the church holds and will not use any government related identifiers unless they are reasonably necessary for our functions.

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### Data Quality

The church will:

- Take reasonable steps to ensure the information the church collects is accurate, complete, up to date, and relevant to the functions we perform.

### Data Security and Retention

The church will:

- Only destroy records in accordance with the church's Records Management Policy.

### Openness

The church will:

- Ensure stakeholders are aware of the church's Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the organisation's website.

### Access and Correction

The church will:

- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up to date.

### Anonymity

- Allow people from whom the personal information is being collected to not identify themselves or use a pseudonym unless it is impracticable to deal with them on this basis.

### Making information available to other organisations

The church can:

- Release information to third parties where it is requested by the person concerned.

## RELATED DOCUMENTS

- Records Management Policy
- Confidentiality Policy
- Employment References Policy

## AUTHORISATION

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Chairman

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Date

PRIVACY POLICY – FOR EXTERNAL USE/PRIVACY ACT COMPLIANCE

**PRIVACY POLICY**

**Your privacy is important**

This statement outlines the church's policy on how the church uses and manages personal information provided to or collected by it.

The church is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act and is compliant with the Privacy Amendment (Enhancing Privacy Protection) Act 2012. [OPTION: In relation to health records, the church is also bound by the Victorian Health Privacy Principles which are contained in the Health Records Act 2001].

The church may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the church's operations and practices and to make sure it remains appropriate to the changing legal environment.

**What kind of personal information does the *church* collect and how does the *church* collect it?**

The type of information the church collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- Names
- Date of birth
- Occupation
- Addresses
- Digital photo
- Relationships

**Personal Information you provide:**

The church will generally collect personal information held about an individual by way of phone calls, forms, meetings etc. You do have the right to seek to deal with us anonymously or using a pseudonym, but in almost every circumstance it will not be practicable for us to deal with you or provide any services to you except for the most general responses to general enquiries, unless you identify yourself.

**Personal Information provided by other people:**

In some circumstances the church may be provided with personal information about an individual from a third party.

**In relation to employee records:**

Under the Privacy Act the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the church's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the church and employee.

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### **How will the *church* use the personal information you provide?**

The church will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

In relation to direct marketing, the church will use your personal information for direct marketing where you have provided that information, and you are likely to expect direct marketing: only then you will be sent direct marketing containing an opt out. If we use your personal information obtained from elsewhere we will still send you direct marketing information where you have consented and which will also contain an opt out. We will always obtain your consent to use sensitive information as the basis for any of our direct marketing.

We may use video surveillance for security purposes and the footage will be used only by the church and by the providers of our security services for security purposes. Surveillance videos are not used by the church for other purposes and the footage is not publicly available. Surveillance cameras are not located in any bathrooms or change room facilities.

### **Job applicants, staff members and contractors:**

In relation to personal information of job applicants, staff members and contractors, the church's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which the church uses personal information of job applicants, staff members and contractors include:

- for insurance purposes;
- for security purposes;
- to satisfy the church's legal obligations,

Where the church receives unsolicited job applications these will usually be dealt with in accordance with the unsolicited personal information requirements of the Privacy Act.

### **Volunteers:**

The church also obtains personal information about volunteers who assist the church in its functions or conduct associated activities, such as to enable the church and the volunteers to work together.

### **Marketing and fundraising:**

The church treats marketing and seeking donations for the future growth and development of the church as important. Personal information held by the church may be disclosed to an organisation that assists in the church's fundraising, for example, the church's affiliate organisations.

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### **Who might the *church* disclose personal information to?**

The church may disclose personal information, including sensitive information, held about an individual to:

- government departments;
- people providing services to the church; and
- anyone you authorise the church to disclose information to.

### **Sending information overseas:**

The *church* will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

**We do not use overseas providers of IT services including servers and cloud services.**

### **How does the church treat sensitive information?**

In referring to ‘sensitive information’, the church means:

“information relating to a person’s racial ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual”.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

### **Management and security of personal information**

The church’s staff is required to respect the confidentiality of personal information and the privacy of individuals.

The church has in place steps to protect the personal information the church holds from misuse, loss, unauthorised access, modification, interference or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerised records.

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### **Updating personal information**

The church endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the church by contacting the Secretary of the church at any time.

The Australian Privacy Principles and the Health Privacy Principles require the church not to store personal information longer than necessary. In particular, the Health Privacy Principles impose certain obligations about the length of time health records must be stored.

You have the right to check what personal information the church holds about you.

Under the Commonwealth Privacy Act and the Health Records Act, an individual has the right to obtain access to any personal information which the church holds about them and to advise the church of any perceived inaccuracy. There are some exceptions to this right set out in the applicable legislation. To make a request to access any information the church holds about you, please contact the Secretary in writing.

The church may require you to verify your identity and specify what information you require. Although no fee will be charged for accessing your personal information or making a correction, the church may charge a fee to retrieve and copy any material. The church if the information sought is extensive, the church will advise the likely cost in advance.

### **How long will the church keep my information?**

Under our destruction and de-identification policies, your personal information that is no longer required will be de-identified or destroyed. In many circumstances, however it will be kept for marketing purposes, as you will have consented to that in writing with us.

### **Enquiries and privacy complaints**

If you would like further information about the way the church manages the personal information it holds, please contact the Secretary. If you have any concerns, complaints or you think there has been a breach of privacy, then also please contact the Secretary who will first deal with you usually over the phone. If we then have not dealt satisfactorily with your concerns we will meet with you to discuss further. If you are not satisfied with our response to your complaint within 30 days from this meeting then you can refer your complaint to the Office of the Australian Information Commissioner via:

- email: [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)
- tel: 1300 363 992
- fax: +61 2 9284 9666
- By Post: GPO Box 5218, Sydney NSW 2001
- In Person: Level 3, 175 Pitt Street Sydney NSW 2000 (9am-5pm M-F)