

# PRIVACY POLICY

PORT  
CHURCH  
ST STEPHEN'S ANGLICAN

Parish Council Approval Date/s:

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Review Date:

At Port Kembla and Warrawong Anglican Church (PKW), we respect your right to privacy.

We are exempt from the requirements of the Privacy Act 1988 as a “small business” but will seek to deal carefully with any personal information we collect and retain in the manner set out in this policy.

## **Collection of Information**

We collect and retain information for the effective ministry, and/or as required by law.

We may ask for general information such as your name, address and other details so that we can contact you and connect you into the life of the church. We may also collect other personal information, for example when registering for children’s activity or when receiving donations.

The information collected may include sensitive information such as allergies and restricted access safety plans etc. Where practical 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 as set out in this Privacy Policy. We will not use or disclose your personal information for any other purpose without first seeking consent, unless authorised or required by law.

We will not mention any sensitive information provided to us, such as health information without your approval (or a 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 communal life of the Church (Warrawong Church Directory)
3. to care for you pastorally,
4. to answer your questions or enquiries, and
5. to keep you informed of news about the Church and new developments we believe may be of interest to you (if we contact you in this way, you will have the opportunity to decline any further such communications)

### **Information Quality**

We will endeavour to keep your personal information complete, accurate and up to date and will take reasonable steps to correct information that is inaccurate or incomplete.

### **Information Security**

We will take reasonable steps to keep personal information secure and to protect it from unauthorised disclosure and misuse.

Information collected through our website forms and rego are encrypted in transit and at rest. This information is then put into spreadsheets that are stored in reputable cloud services. Email is not a secure method of transmitting information and so we cannot accept responsibility for the security of information sent to us by email.

### **Access and Deletion**

To request access to the personal information please contact staff. If you wish to have your personal information deleted, please let us know and we will unless we need to retain it to comply with the law.

### **Live streaming**

We live stream Sunday morning services and/or record video for purposes of teaching and promotion. By attending services, you consent to the church recording video and images of services that may include you. We avoid the recording of children in general, excepting where they are on stage and facing the camera.

### **Questions or complaints**

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