



HELENSBURGH BAPTIST CHURCH

PRIVACY POLICY

Introduction

At Helensburgh Baptist Church (HBC) we are committed to protecting your right to privacy. We have created a Privacy Policy to ensure that you understand the sort of information we collect and how we use and disclose that information. We will ensure open and transparent management of your personal information.

Collection of information

We collect and retain information only when necessary for the purposes of ministry and related activities of the Church. No one is under any obligation to give us any personal information unless they wish to do so.

HBC may collect general information about you such as your name, address, telephone number and email address so that we can contact you for purposes of ministry including The Cupbearer coffee shop, prayer requests, church news or other church related activities. Where applicable, we will advise you of the purpose for which personal information is being collected.

The collection of personal information is necessary so we can interact with you and provide ministry in a meaningful way. If you would prefer, a pseudonym can be allocated for interactions where it is legal and practical to do so.

Corrections of information

HBC will make reasonable efforts to ensure information collected is accurate, up-to-date, complete, relevant and not misleading. Both the church and the individual may request information to ensure correct information is collected.

Use and disclosure of Information

We will use information only for the purposes we have disclosed at the time of collection or otherwise as set out in this policy. We will not use or disclose your personal information for any other purpose without first seeking your consent, unless authorised or required by law. We will not disclose any sensitive information, such as health information provided to us, without your approval or the person responsible for you.

Generally we will only use and disclose information in order to:

- a. establish and maintain a record of your involvement and attendance

- b. provide you with services you have requested from the Church
- c. keep you informed of church matters and news
- d. publish a directory to church attendees
- e. contact you in relation to rosters and responsibilities of church ministries

Data security

We will take reasonable steps to ensure that information provided to us is kept secure and is not subject to unauthorised disclosure or misuse.

The church will not use or disclose personal information collected for purposes of direct marketing.

Access to Information

We will provide individuals with access to their personal information when requested and will take all reasonable steps to ensure that the information is accurate. Access to this information by a third party will only be provided when expressly given authority by the individual to do so. If you wish to have your personal information deleted, please let us know and we will delete the information as soon as practicable.

Government identifiers for example tax file numbers or Medicare details can only be collected for specific requested purpose related to employment or activity and will not be shared to identify individuals by external organisations except as required by law.

Contact

If there are any concerns or questions about our privacy policy, please contact any member of the Administrative Committee.

References

Baptist Insurance Services Risk Management Guide for Churches 2015

www.oaic.gov.au/privacy