



Privacy Policy

Adopted by Central Baptist Church Diaconate on 18 November 2021

This Privacy Policy sets out how Central Baptist Church manages personal information. The church is bound by the Australian Privacy Principles in the Privacy Act 1988 (Commonwealth). The church may update or amend this policy from time to time to cover any changes in law, practice, or policy.

Definitions

Personal Information means information or an opinion about an identified individual, or an individual who is reasonably identifiable:

1. whether the information or opinion is true or not; and
2. whether the information or opinion is recorded in a material form or not.

Purpose of collection, holding, use and disclosure of personal information

The table below details the kind of information that will be collected for the purpose of the safety and smooth functioning of church ministry and its participants, including:

- visitors to the church
- people involved in general ministry

The information requested may be used for the maintenance of community relationship as well as for compliance with state and federal regulations

The purpose of collection, holding, use and disclosure of the personal information is to fulfil the ministry and administrative functions of the Church. This may include but not limited:

- to make contact with an individual
- to comply with legal obligations
- to help process insurance claim(s)
- to maintain the membership roll and members' attendance
- to conduct church/congregation-wide survey
- to sign up to newsletters and event invitations that may be of interest and relevance to individuals attending the church
- to help the church maintain contact with its staff and volunteers and ensuring staff and volunteers meet their legal obligations in their work with the church
- to keep contact with visitors to the church
- to apply for wedding/funeral ceremony

Sensitive information

We will only use or disclose sensitive information for the purpose for which we collected it or for a directly related secondary purpose, unless consent is given for another use or we are required or permitted by law to use or disclose the sensitive information.

Information that may be collected:

	Visitors	General Ministry	Safe Church Requirements*
Full name	✓	✓	✓
Contact Details	✓	✓	✓
Date of Birth		✓	
Religious beliefs or affiliations		✓	✓
Reason for Visit	✓		
Racial or Ethnic origin	✓	✓	
Employment History			✓
Health Information		✓	✓
Photographic records		✓	✓
Activity Records	✓	✓	✓
Electronic imprint	✓	✓	✓
Information collected outside of employment obligations			
Identifiable Numbers e.g. Medicare, Drivers Licence, Passport			✓
Sexual Orientation			✓
Criminal History		✓	✓
Memberships		✓	✓
Ministry history		✓	✓
Employment History			✓
COVID-19 Legal Requirements**	✓	✓	✓
Information about Additional Documentation			
Forms that may be utilised to collect information	Welcomer's Form	Ministry events	Screening Questionnaire Register Ministry Form
Purpose for collection	To contact the individual To comply with legal obligations (COVID-19)	For administration and logistics	To comply with Safe Church policy requirements
Who will have access to your information	Congregation Pastor Pastoral Assistant Church Office Staff	Pastoral team Pastoral Assistant Church Office Staff Ministry leaders	Safe Church Team Safe Church Officers only will have access to the following: <ul style="list-style-type: none"> • Safe Ministry Screening Questionnaires • Police Checks • Safe Church/Child Protection concerns and incident information

Who may we disclose your information to (external party)	Anyone to whom we are required to by law (eg NSW Health Department for Covid tracing)	Anyone to whom we are required to by law Anyone you authorize the church to	Anyone to whom we are required to by law
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*For detailed information on Safe Church requirements, refer to CBC Safe Church Policy

**COVID-19 Requirements may be subject to State and Federal government regulations at the time of collection of the information

How to access your individual information

Your individual information can be accessed by contacting the Church Administrator by writing to:

admin@centralbaptist.org.au

Also, if you believe that a correction is required, you can make changes to your own information through the Elvanto system or email admin@centralbaptist.org.au.

How you may complain about a breach of the APPs by the church and how the church will deal with your complaint

Any complaints in relation to the breach of the Australian Privacy Principles can be made to the Church Administrator by writing to admin@centralbaptist.org.au.

Complaints received will be acknowledged in writing within 7 days. The church will investigate the complaint and keep the complainant updated on the progress of correcting the breach. The church will notify the complainant of its decision and any action taken as soon as possible.

How we keep your information secure

A paper version of the information is kept onsite as well as in a digital format. All file and papers containing private information are disposed of securely. Also, all staff and volunteers are trained on a regular basis to ensure that they comply with the requirements of the Privacy Act.

Version Control

Version No.	Changes made/ Remarks	Adopted by	Adoption Date	Review due date
1.0	Authored by the Safe Church Concern Team	Diaconate	3/09/2020	03/09/2021
2.0	Annual review	Diaconate	18/11/2021	18/11/2021