



St Ives Community Church Privacy Policy

This Privacy Policy sets out how St Ives Community Church (SICC), also known as 'Community Bible Fellowship: Belrose', manages personal information. We follow the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information. SICC may update or amend this policy from time to time to cover any changes in law, practice, or policy. The current policy is available on our website.

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.

Sensitive Information means:

1. information or an opinion about an individual's:
racial or ethnic origin; or political opinions; or membership of a political association; or religious beliefs or affiliations; or philosophical beliefs; or membership of a professional or trade association; or membership of a trade union; or sexual orientation or practices; or criminal record; that is also personal information; or
2. health information about an individual; or
3. genetic information about an individual that is not otherwise health information; or
4. biometric information that is to be used for the purpose of automated biometric verification or biometric identification; or
5. biometric templates.

Information that we collect from you and hold about you

We collect and hold personal information such as:

- Name
- Title
- Address
- Phone number
- Email
- Position held at church

Also, we collect personal information about your interactions with us for example, when you attend our services or events and when you contact us and this information is held in our database, registrations form files and attendance lists.

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

The purpose of collection, holding, use and disclosure of the personal information is to fulfil the ministry and administrative functions of SICC. This may include things such as:

- to contact you;
- to produce the SICC contact list (which details your name, address and contact details) for circulation within the SICC community;
- to sign you up to our newsletters and invite you to events that may be of interest and relevance to you;
- to help us work with you as a volunteer;
- to record attendance at services or events;
- to comply with legal obligations.

Who may we disclose your information to?

We may disclose your personal information to the following groups:

- other attendees of SICC, for the purposes of maintaining contact within the church community;
- anyone you authorise us to; or
- anyone to whom we are required to by law.

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 you give your consent to another use or we are required or permitted by law to use or disclose the sensitive information.

How we keep your information secure

Information is kept on a secure web-based database or filed as forms in secure premises. All files and papers containing private information are disposed of securely.

How to access your individual information / Complaints about an APP breach

All enquiries:

- regarding access to your individual information; or
- to correct or update your information; or
- for any complaints in relation to a breach of the Australia Privacy Principles

can be made by writing to: admin@stivescommunitychurch.org.au

The SICC Leadership team will investigate the complaint and will notify the individual of its decision and any action taken as soon as possible.