## Privacy Policy

| **Policy Number:** | POL-002 |
| --- | --- |
| **Purpose:** | This policy explains how One Life Church Taree expects our staff, leaders and volunteers to treat confidential information |
| **Category:** | Administration |
| **Applicable to:** | All staff, leaders and volunteers |
| **Relevant legislation:** | * Privacy Act 1988 (C’wealth) * Privacy and Personal Information Act, 1998 (NSW) |
| **Related documents:** | * One Life Church Taree Code of Conduct * One Life Church Taree Constitution |
| **Policy Statement:** | One Life Church Taree is committed to protecting your privacy and developing technology that gives you the most powerful and safe online experience. This statement of privacy applies to information collected, used, stored and disclosed by One Life Church Taree, including information collected through you contacting One Life. By using the One Life Church Taree website and affiliated Social Media, you consent to the data practices described in this statement. |
| **Approved by:** | Senior Pastors and Board of Elders |
| **Document change control** | V: 001 3/9/2020 |

## Table of Contents

[Privacy Policy](#_heading=h.gjdgxs) **1**

[Table of Contents](#_heading=h.30j0zll) **2**

[1. Scope](#_heading=h.3znysh7) **3**

[2. Sensitive Information](#_heading=h.tyjcwt) **3**

[3. What is Personal Information and why do we collect it?](#_heading=h.lzhrclsok8re) **3**

[4. Access to your Personal Information](#_heading=h.3dy6vkm) **4**

[5. Maintaining the Quality of your Personal Information](#_heading=h.sbc1r6x3fh6) **4**

[6. Security of your personal information](#_heading=h.wsqunlprxnda) **4**

[7. Overseas Disclosures](#_heading=h.4d34og8) **4**

[8. Contact Information](#_heading=h.17dp8vu) **5**

[9. Review details](#_heading=h.3rdcrjn) **5**

## 1. Scope

This policy applies to:

* All who attend One Life Church Taree: Pastors, Senior Key Leaders, Key Leaders, volunteers, congregation and guests who have been released to minister to others
* How One Life Church Taree (One Life) provides services to its congregation and how it interacts with other members of the public.
* On-site, off-site or after hours work; work-related social functions; church meetings and services; conferences – wherever and whenever staff and volunteers may be as a result of their One Life Church Taree duties.
* Staff treatment of other staff and volunteers, of the congregation, and of other members of the public encountered in the course of their One Life Church Taree duties.

## 2. Sensitive Information

Sensitive information is defined in the Privacy Act 1998 to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

• For the primary purpose for which it was obtained

• For a secondary purpose that is directly related to the primary purpose

• With your consent; or where required or authorised by law.

## 3. What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names, addresses, email addresses, phone and facsimile numbers.

This Personal Information is obtained in many ways including interviews, correspondence, by telephone and facsimile, by email, via our website www.onelifechurchtaree.com, from your website, from media and publications, from other publicly available sources, from cookies and from third parties. We don’t guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of providing our services to you, providing information to our clients and marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

## 4. Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

One Life will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

## 5. Maintaining the Quality of your Personal Information

It is important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

## 6. Security of your personal information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

We will take it seriously and deal promptly with any accidental or unauthorised disclosure of personal information.

## 7. Overseas Disclosures

One Life is not likely to disclose your personal information to overseas recipients, except in exceptional circumstances related to the authorised use under this policy, for the purposes of storage on a cloud server, or for any other lawful purpose.

To the extent your personal information is stored on an overseas server, One Life will take such steps as are reasonable to ensure that your information is kept securely and treated confidentially, in accordance with One Life’s requirements under the relevant privacy laws.

## 8. Contact Information

One Life welcomes your comments regarding this statement of privacy. If you believe that One Life has not adhered to this statement, or if you have a complaint, or concern about your information, please contact One Life at 1lifetaree@gmail.com. We will use commercially reasonable efforts to promptly determine and remedy the problem.

## 9. Review details

One Life will occasionally update this statement of privacy to reflect the association and customer feedback. One Life encourages you to periodically review this statement to be informed of how One Life is protecting your information.

This policy was adopted by One Life Church Taree on 3/9/2020.