



North Canberra Baptist Church

Privacy Policy

Last updated 21 July 2025

1. Purpose

NCBC is committed to protecting privacy in accordance with the 13 Australian Privacy Principles (APPs) from Schedule 1 of the Privacy Amendment (Enhancing Privacy Protection) Act 2012, which amends the Privacy Act 1988.

2. Scope

This Policy applies to all staff and volunteers of the Church.

3. Definitions

The Administration Team is the administration team as set out in The Constitution.

The APPs are the Australian Privacy Principles (APPs) as set out in schedule 1 of the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

The Church or *NCBC* means North Canberra Baptist Church.

The Constitution is the constitution of NCBC.

The Pastor is the pastor of NCBC.

Personal or Sensitive Information means information which is personally identifying or sensitive in content.

The Secretary is the secretary of The Church as set out in The Constitution.

4. Collecting Personal and Sensitive Information

NCBC collects Personal and Sensitive Information in order to enable NCBC's mission in proclaiming the gospel. The Administration Team authorises and delegates collection and use of Personal and Sensitive Information.

The Personal and Sensitive Information NCBC may collect includes, but is not limited to:

- identity details including name, gender, age bracket, and marital and family status;
- contact details including phone, email, address, or others;
- details collected by electronic banking processes;
- Working With Vulnerable Persons (WWVP) details;
- National Police Record details;

- complaint details including records related to the Reportable Conduct Scheme;
- records of attendance at church events including children's programs;
- identity of persons who have authority to collect children from church activities; and
- records of visits, phone calls, and discussions around pastoral matters.

NCBC collects Personal and Sensitive Information only for the following purposes:

- church administration and volunteer and staff management;
- pastoral care;
- communication of church news and events;
- a church directory for its members and regular attendees on a strictly opt-in basis;
- any immediate reason for which Personal and Sensitive Information has been provided;
- any other purpose directly related to NCBC's work and for which consent has been provided; and,
- any other purpose required by law.

5. Handling and Using Personal and Sensitive Information

NCBC only uses Personal and Sensitive Information for the reasons set out above and for the purposes for which it was collected, or as otherwise permitted by law.

NCBC will not disclose information to affiliates or third parties without consent.

NCBC takes reasonable steps to ensure the security of Personal and Sensitive Information we hold and to protect it against loss, misuse or unauthorised access, destruction, use, modification or disclosure. Access to Personal and Sensitive Information is restricted based on role and necessity as determined by The Administration Team and its policies. Personal and Sensitive Information held in IT systems is secured with appropriate cyber security controls. Where reasonably possible, NCBC will seek to have information stored in Australia; however, digital records may be stored outside of Australian jurisdiction. Where digital records are stored outside of Australia, NCBC will ensure that the data is held in accordance with the APPs. Physical records are protected with appropriate physical controls.

NCBC may be required by law to retain certain Personal Information (see appendix). Once there is no longer a legal or business requirement to retain Personal and Sensitive Information NCBC will destroy Personal and Sensitive Information.

6. Personal Access and Correction of Personal or Sensitive Information

You can request access to and correction or removal of the Personal or Sensitive Information NCBC holds about you by contacting NCBC. NCBC will not refuse a request unless a specific exemption applies under the APPs (see appendix). Where a request is refused, a written justification will be provided.

NCBC will respond in a reasonable timeframe. NCBC may seek to recover reasonable costs.

7. Queries, Feedback, and Complaints

Contact the Church secretary, pastor, or Administration Team for queries or complaints regarding this policy. Please refer to the contact details on the Church website, as updated from time to time.

As a last resort, persons who are not satisfied with how NCBC has handled their Personal or Sensitive Information may contact the Office of the Australian Information Commissioner (OAIC) on www.oaic.gov.au. The OAIC is an independent government body with the power to investigate complaints about possible interference with privacy.

8. Changes to Privacy Policy

This policy will be updated if information handling practices change. An updated copy of this policy will be maintained on the church website. A hard copy can be provided upon request.

Version Number	Changes/Updates	Rationale
1.1	New Privacy Policy approved by Admin Team at meeting 16 June 2020.	No previous privacy policy. Requirement for safe churches suite of policies.
1.2	“any other purpose”, included: NCBC COVID Safe Plan and COVID-19 Public Health Emergency (ACT and Australian Government Requirements)	Obtaining personal information is a Government requirement (included as part of NCBC’s COVID Safe Plan).
1.3	NCBC information backup to be stored electronically via Google Drive.	To align with NCBC’s Business Continuity Plan and Cyber Security Policy.
1.4	Added definitions. Reformatted sections. Revised section 1. “Dealing with Personal or Sensitive information”. Updated to alignment with the APPs.	To improve clarity and to update in line with regulatory changes

Appendix

NCBC is constrained by legal and regulatory requirements to retain certain information. For example, records related to child safety, including any documentation generated through a reportable conduct scheme process, must be retained for 45 years and may not be amended.