



North Canberra Baptist

Privacy Policy

Adopted by the Administration Team on 16 June 2020

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.

Scope

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

1. Dealing with personal and sensitive information

The types of personally identifiable and/or sensitive information NCBC collects may include, but is not limited to, the following:

- names, gender and contact details (address, telephone numbers, email, etc);
- donation history;
- personal credit card and/or bank account details;
- Working With Vulnerable Persons check number & expiry date (where required);
- National Police Record number and date (where required);
- complaint details;
- records related to the Reportable Conduct Scheme
- identity of persons who have authority to collect children from church activities; and
- records of visits, phone calls, and discussions around pastoral matters.

NCBC may use information for the following purposes:

- church administration;
- human resource management;
- pastoral care;
- communication of church news and events;

- any immediate reason for which information has been provided (for example, to process a request, payment, registration, etc);
- any other purpose directly related to NCBC's work and for which consent has been provided; and any purpose required by law, including the Reportable Conduct Scheme.

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. All records that include personal and sensitive information will be locked in a cabinet accessible only by the church leadership teams. Information relating to the Reportable Conduct Scheme, or information which relates to risks of harm to children, will be accessible only to the Safe Churches Team, the Head of Entity, and relevant authorities.

NCBC will:

- permanently de-identify personal information where reasonable and possible; and
- destroy personal information once there is no longer a legal or church need to retain it.¹

2. Complaints regarding privacy issues

Persons who are not satisfied with how NCBC has handled their personal information should be directed to 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.

¹ Legal and regulatory requirements to retain information must be monitored. As noted in the procedure for responding to child protection concerns, records related to child safety, including any documentation generated through a reportable conduct scheme process, must be retained for 45 years.