

Privacy Policy

This Privacy Policy sets out how the Tuggeranong Baptist Church Incorporated (the Association) manages personal information. The Association is bound by the *Australian Privacy Principles in the Privacy Act 1988* (Cth). The Association 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.

Sensitive Information means:

1. information or an opinion about an individual's:
 - (i) racial or ethnic origin; or
 - (ii) political opinions; or
 - (iii) membership of a political association; or
 - (iv) religious beliefs or affiliations; or
 - (v) philosophical beliefs; or
 - (vi) membership of a professional or trade association; or
 - (vii) membership of a trade union; or
 - (viii) sexual orientation or practices; or
 - (ix) 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
- Gender
- Address
- Phone number
- Email
- Position held at church (participation/service)
- Other family members who attend church

Also, we collect personal information about your interactions with us for example, when you attend our events and when you phone 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 the Association. This may include things such as:

- to contact you;
- to comply with legal obligations;
- to sign you up to our newsletters and invite you to our events that may be of interest and relevance to your role; or
- to help us work with you as a volunteer.

Who may we disclose your information to?

We may disclose your personal information to the following groups:

- anyone you authorise us; 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 to access your individual information

Your individual information can be accessed by contacting the Privacy Officer by writing to:

Address PO Box 7042, Greenway, ACT 2900

Tel 0401 301 193

email: tbchurch@internode.on.net

Also, if you believe that a correction is required, please contact us.

Complaints about a breach of the Australian Privacy Principles

Any complaints in relation to the breach of the Australia Privacy Principles can be made to the Privacy Officer by writing to:

Address PO Box 7042, Greenway, ACT 2900