



## Policy 13

### PRIVACY

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#### **Policy Purpose**

This privacy policy applies to the services offered by Blackwood Church of Christ inc through each of its Ministries and related interest groups, and its purpose is to ensure the privacy of personal information.

#### **Policy Statement**

##### **1. Your personal information is important to us.**

Blackwood Church of Christ inc is committed to safeguarding your personal privacy. We recognise that you have a right to control how your personal information is collected and used.

We take our obligation relating to your personal information very seriously. Unless you directly give us consent to do otherwise, Blackwood Church of Christ inc will only collect and use your personal information as set out below. We are committed to complying with the National Privacy Principles and will comply with any laws introduced to protect our customers' privacy.

##### **2. Collecting Information About You.**

Blackwood Church of Christ inc will not collect or monitor any personal information about you without your consent. The only personal information we collect is what you tell us about yourself, (for example by completing a membership form, filling out the attendance sheets, enrolling in one of our courses, home groups or special interest groups).

On other occasions when you interact with us, it may be necessary to keep a record of that incident for pastoral and or administration purposes and to enable us to respond to your needs or concerns. You do not have to supply us with that information, however if you choose not to, we may be unable to provide you with the care or support that you want.

##### **3. Using and disclosing your personal information**

We intend to use your information for the following purposes only;

- To provide pastoral care when needed and as required
- To maintain records of our membership, attendances and enrolment in special interest groups, courses, activities.
- To ensure the health and welfare of children under our care,
- To provide contact information between consenting members
- To maintain administrative and financial records,
- To make statistical data for marketing analysis.

If any other purpose arises other than those listed above, you will be advised at that time. In nearly all circumstances when we use your information for the purposes outlined above, the information is kept within Blackwood Church of Christ inc.

You will appreciate that we sometimes need to share your information with an outside organisation for some special technical purposes but which are necessary to provide our range of services and support. (e.g. outside technical support for IT systems, etc.)

Blackwood Church of Christ inc recognises the importance of you giving us your personal information. We will not use or disclose any information about you for other purposes without your consent, except in exceptional cases such as if disclosure is required by law or is necessary to protect the rights or property of Blackwood Church of Christ inc or any other member of the public or to lessen a serious threat to a person's health or safety.

#### **4. When we contact you**

We may contact you at either the email or postal address that you have given us in order to provide you with information regarding services, activities or special events which might be of interest to you.

We will not send you any other promotional or social information without first asking whether you wish to receive it. If you are receiving promotional information from us that you no longer wish to receive, you may request that your name be removed from our list by contacting the church. Please allow 14 days for your request to be processed.

#### **5. Accessing the information we keep about you**

If at any time you want to know what personal information you have provided to us, you can contact us in writing. As a part of our information protection policy, we require any request for information to be in writing. Our file of your information will be made available to you within 14 days of receipt of the written request.

#### **6. Changing and Deleting the information that we have about you**

If at any time you wish to change personal information that is inaccurate or out of date, please advise us and we will amend the record. If you wish to have your personal information deleted, please advise us in writing and we will take all reasonable steps to delete it unless we need to keep it for legal or contractual reasons.

However, please note that deletion of your personal information may prevent us from providing you with the care or support that you want.

**7. Storage and Security of your Personal Information**

Blackwood Church of Christ inc will endeavour to take all reasonable steps to keep secure any information which we hold about you and to keep this information accurate and up to date. Where your information is stored electronically, it is stored on a secure local area network which is password protected and physically located in a controlled access facility.

Our Ministry Team, employees and volunteers are all obliged to respect the confidentiality of any personal information held by Blackwood Church of Christ inc. Despite our best intention, Blackwood Church of Christ inc is not responsible for events arising from unauthorised or illegal access to your personal information.

**8. What to do if you have a problem or question**

If we become aware of any ongoing concerns or problems with the personal information that we hold, we will take these issues very seriously and work to address these problems or concerns.

**Policy References**

**Review of Policy**

This policy shall be reviewed every two years, or as required

**Further Information**

If you require further information, contact the Church office

**Authorised by:** (Chair of Elders)

**Signature:** ..... **Date:**