



# Seaforth Baptist Church

## PRIVACY POLICY

**This document must be read in conjunction with the National Privacy Principles**  
**<http://www.privacy.gov.au/materials/types/infosheets/view/6583>.**

Seaforth Baptist Church (the Church) recognises the right of people to keep their personal information private. The Church makes every effort to comply with the National Privacy Principles contained in the Australian Privacy Act 1988 and this Privacy Policy covers the Church's treatment of personally identifiable information that we hold or collect.

### **1. The Information We Collect**

The Church or our agents may record or photograph various activities of Seaforth Baptist Church such as special services, camps and other events. Images of the people attending or participating in our activities may be used and shown on our website and for other promotional purposes. By attending our services (or other activities) you agree to SBC using your image and personal information in these recordings (subject to Clause 2).

The Church will only collect personal information about you so the Church can contact you, for administration, duty of care, pastoral care and, as required by legislation, to enable us to discharge our duty of care with vulnerable people and children. We may also collect this and other types of personal information during the course of dealing with you, for example when you register for conferences or events, and when you participate in other Church activities.

Where practicable, the purpose for which we collect personal information will be made clear at the time of collection. Users can generally visit the Church website without revealing who they are or other personal information unless they log on or register with us. The Church will not collect any personal information about visitors to the website except when they knowingly provide it.

### **2. How We Use Your Information**

The Church will use the personal information we collect for the purpose disclosed at the time of collection, or otherwise as set out in this Privacy Policy. We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law. Generally we will only use and disclose your personal information as follows:

- (a) to establish and maintain your involvement with the Church, including providing you with emails and newsletters;
- (b) to answer your inquiry;
- (c) to register you for events, conferences or workshops;
- (d) for direct promotion of services and events and to keep you informed of new developments we believe may be of interest to you. If we contact you in this way without obtaining your prior consent, we will provide you with the opportunity to decline any further promotional communications;
- (e) Aggregated data may be provided to third parties providing services to the church, or for administrative and duty of care purposes; and to the Association of Baptist Churches of NSW and ACT to analyse trends and statistical reports for use in developing programs and management of the churches of NSW and ACT as a whole.
- (f) on a confidential basis to the Church staff, elders and leaders for the purposes of church business or where the law requires the Church to do so; and

(g) on occasions, personal information will be published in the church roll, church directory, weekly bulletins, newsletters, rosters, magazines, minutes of meetings, training programs and prayer requests.

Members and contacts not wishing personal information to be released need to contact SBC in writing. Non-release of information includes any mention of names in the weekly church email, membership lists, church directory, etc. By not contacting SBC in writing, it is agreed that the information as outlined may be released as appropriate. There are no provisions for exceptions; either the policy is accepted in full or not.

### **3. Access to Your Information**

The Church will provide you with access to your personal information subject to restrictions in other government legislation. You may request access to the personal information that the Church holds about you by contacting the Church's Privacy Officer as set out below.

The Church will update and amend our records of your personal information when you request such an amendment in writing to the Church Privacy Officer. If you wish to have your personal information deleted please let us know and we will delete that information wherever practicable.

Where required by law, the Church may refuse your request to access, amend or delete your personal information. If we do refuse your request, we will provide you with a reason for our decision.

### **4. Security**

The Church will take reasonable steps to keep secure any personal information which we hold and to keep this information accurate and up to date. Personal information is stored in a secure server or secure files.

The Internet is not a secure method of transmitting information. Accordingly, the Church cannot accept responsibility for the security of information you send to or receive from us over the Internet or for any unauthorised access or use of that information.

### **5. Changes to this Privacy Policy**

The Church may amend this Privacy Policy from time to time by having the amended version available at the information counters at the Church or on our website at [www.seaforthbaps.org.au](http://www.seaforthbaps.org.au). We suggest that you visit our website regularly to keep up to date with any changes.

### **6. Contacting Us**

If you would like any further information, or have any queries, problems or complaints relating to the Church's Privacy Policy or our information handling practices in general, please contact our Privacy Officer, by writing to The Privacy Officer, Seaforth Baptist Church, 29 Frenchs Forest Road Seaforth NSW 2092 or call 02 9948 6450.

This Policy will be reviewed by February 2016

Approved Church Conference 24 February 2013