

## **Privacy Policy**

*- approved July 2021*

*St Edward's Anglican Church, Blackburn South, Victoria, AUSTRALIA*

*July 2021*

### **What information do we collect?**

St Edward's Church collects and stores personal information, this includes:

- Names, addresses and contact details
- Family member details
- Relevant medical information for children in our care
- Details of donations where receipts for taxation purposes are required  
Financial records of income and payments
- Communications (e.g. letters, prayer requests, contact cards)
- Records of pastoral and ministry involvement (e.g. rosters)
- Historical records of baptisms, confirmations, weddings and funerals
- Police record checks, working with children checks and references for ministry
- Information from surveys, registration forms, indemnity forms, emails and other online activities including web-site and database use
- Statistics of attendance at church and other events
- Videos and images of people involved in leading aspects of worship, teaching
- Video captured by security cameras
- Images of group activities.

We aim to keep contact information as up-to-date as possible. We will also aim to protect your personal information from misuse, loss or unauthorised access, modification or disclosure.

### **What do we use the information for?**

We use your contact information to send you emails or post you letters with news from the St Edward's Community and to phone/visit you for pastoral

care. Some information is also required to be kept for safety, the good running of our parish and for legal reasons. Some examples of this are; indemnity, medical forms and marriage records.

### **How do we keep your information?**

Contact information is stored on an electronic database system, which is held in Australia and is therefore subject to Australian laws. Other information is entered in written registers such as our baptism, funeral or wedding registers. The only people who can access this information are the ministers, wardens and administrators of St. Edward's. These people are required by the Anglican Diocese of Melbourne to hold current working with children and police record checks, and to comply with Diocesan professional standards checks, standards and audits.

### **Who will we share your information with?**

Our church member directory is shared with other members who have agreed to this privacy policy. Members are given an opportunity to determine which information is shared with other members.

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Contact information from our other ministry activities that involve people who are not members of St Edward's (for example playgroup, craft, children and youth activities) is also stored on our database but is not shared beyond the St Edward's staff and administration team.

We will not share information with people outside the parish but instead, we will send any requests for contact details to those concerned.

We will not share your information with people currently living outside Australia.

The exception to these restrictions is when we are required by Australian Law to disclose your information.

### **How you can access your information?**

If you wish to know what information we have for you, you can email [office@stedwards.org.au](mailto:office@stedwards.org.au) or phone any licensed minister. Your own personal information will be shared with you verbally, electronically or on paper depending on your preference.

### **Can you remove your information or prevent it from being disclosed?**

Yes. Simply contact us via email, phone or in person to request we remove your information from our database. We ask that you allow us a reasonable amount of time to effect the changes you request. Please note some records

will need to be retained for legal or professional purposes or as a matter of public record such as baptism or marriage records.

### **How you can complain if you think we have breached your privacy?**

Please let us know if you think we have breached your privacy. We will make our best efforts to rectify the situation as soon as possible and if you request it, the matter will be referred to the Parish Council or Wardens for further consideration or written apology. We will comply for the Notifiable Data breaches Act (2019) and inform our members of any data breaches that occur from our database system.

If you are unsatisfied with our response you should contact the Office of the Australian Information Commissioner: 1300 363 992; [www.oaic.gov.au](http://www.oaic.gov.au); [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au) or GPO Box 5218, Sydney NSW 2001.

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