

CHURCH OF CHRIST - TOOWOOMBA NORTH

PRIVACY POLICY STATEMENT

The Church of Christ Toowoomba North acknowledges and respects the privacy of individuals. We will comply with the National Privacy Principles contained in the *Privacy Amendment (Private Sector) Act 2000* whenever personal information as defined in the act is collected by us.



In accordance with these principles

1. We will only collect personal information from you with your prior knowledge and consent;
2. We will only use personal information provided by you for the purposes for which it was collected;
3. We will not disclose your personal details to a third party without your consent;
4. We will not disclose your personal information to other institutions and authorities except if required by law or other legislation;
5. We will remove personal information from our records when it is no longer required (except where archiving is required);
6. We have processes in place to protect the personal information that we have under our control from unauthorized access, improper use, alteration, unlawful or accidental destruction or accidental loss.

Our contact details are as follows:

Church of Christ Toowoomba North
123 Ruthven Street Toowoomba 4350
PO Box 22 Harlaxton 4350
Phone: 07 4639 1350

Privacy Co-ordinator:

Rob Quick

PRIVACY POLICY PROCEDURES

1. Permission must be obtained before keeping records of any person.
2. Keep the minimum information and records required for the efficient and effective functioning of the group.
3. Records must be used only for the purpose for which they are collected
4. Reasonable steps must be taken to ensure personal information collected is accurate and up to date.
5. Details of any person cannot be given to any person or organization outside the group either in written or verbal form, unless required by law.
6. Determine who in the leadership is to have access to which records
7. Records must be kept secure and not left where they could be accessed by unauthorized persons.
8. When records are no longer required they are to be provided to the Privacy Officer for archiving or destroying. They cannot simply be stored away indefinitely at someone's house until they are forgotten about and eventually thrown out in a spring clean.
9. Permission must be obtained before publishing or passing on personal details in any way. This also applies to such activities as prayer chains, newsletters, directories.
10. If you are asked to publicly pray for a person, or to ask others to pray for a person, you must ensure their permission has been received.
11. Photographs or videos of people cannot be displayed without their consent.
12. Individuals must be given access to their personal information record on request.
13. It is the responsibility of the group leader to ensure all other leaders/helpers in their group are familiar with the requirements and procedures of this privacy policy.
14. If you hand over your leadership role it is your duty to ensure your successor is aware of their responsibilities under this policy.