



**CityReach**  
Oakden

<b>POLICY 1.0</b>		<b>PRIVACY POLICY</b>	
<b>VERSION</b>		1.1	
<b>EFFECTIVE DATE</b>		1 <sup>st</sup> August 2022	

## **1. STATEMENT**

Your privacy is important to CityReach Oakden. We recognise our responsibilities with regard to dealing carefully and properly with the information we collect and retain for our ministry purposes. We are committed to protecting your privacy, caring for you, and upholding our obligations under the Privacy Act 1988 in accordance with Scripture.

## **2. POLICY**

### **Collection of Information**

We collect information only for the purposes of the ministry and related activities of CityReach Oakden. A range of personal information is collected and administered for communicating with employees, volunteers, attendees, contractors, suppliers, persons/organisations hiring facilities, and job applicants. It is also collected for government, ACNC, CityReach Oakden Constitution requirements, financial transactions, Working with Children/National Police Checks, insurance purposes, and other purposes relating to our ministry. The information collected may include sensitive information.

### **How We Collect Information**

Where practicable, the purpose for which we collect personal information will be made clear at the time of collection. We will not collect sensitive information about you unless you specifically choose to volunteer it to us and we will not disclose your information without your prior consent.

We may collect private information about you or your family members by:

- our websites;
- attendance at a CityReach Oakden event or church service,
- your financial contributions to support the ministry of CityReach Oakden or other organisations which you support financially through us;
- our forms including sign-up forms, registration forms, welcome forms or “join a team” forms.
- information received in public meetings, smaller group meetings and from written responses to our communications to you;
- your provision of necessary private information for children (under 18 years) who attend an event/church service.
- collecting private information directly from you, acknowledging that there may be circumstances where children (under 18) connected with our children or youth ministry may provide us with parental information for medical care purposes.

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case

we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

### **Use and Disclosure of Information**

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

CityReach Oakden will

- Use personal information collected for distribution of our "In the Loop" email newsletter or other communications where that person would reasonably expect it to be used for this purpose (and CityReach Oakden has provided an opt out and the opt out has not been taken up).
- Remove you from promotional mailings/emails upon receiving a written request or electronic opt-out notification.
- Send only essential personal information of relevant individuals overseas for CityReach Oakden approved IT services (e.g., cloud services/licensing, etc.). CityReach Oakden will take reasonable steps to ensure the information which is transferred will not be held, used or disclosed by the recipient of the information in a way that is inconsistent with the Australian Privacy Principles.

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

If CityReach Oakden has sufficient reasons to believe that an unlawful activity has been, is being, or may be engaged in, and the disclosure of personal information becomes a necessary part of its investigation of the matter or in reporting its concerns to relevant persons or authorities, CityReach Oakden may make such disclosures.

Where disclosure is mandated or required, the CityReach Oakden Director of Operations must be notified so that a written note of the use or disclosure can be made.

CityReach Oakden can release information to third parties where it is requested by the person concerned.

### **Storage, Destruction & De-Identification**

CityReach Oakden will:

- Ensure personal information is protected from misuse, loss and unauthorised access, modification or disclosure.
- Destroy personal information once it is not required to be kept for the purpose for which it was collected, including from decommissioned computers and mobile phones.

Personal information about former members may be retained for a period of time.

### **Openness**

CityReach Oakden will make the Privacy Policy available via the CityReach Oakden website and will provide a hard copy if required.

### **Data Quality, Access & Correction**

CityReach Oakden will ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up to date.

If the individual and CityReach Oakden disagree about whether the information is accurate, complete and up to date, and the individual asks CityReach Oakden to associate with the information a statement claiming that the information is not accurate, complete or up to date, CityReach Oakden will take reasonable steps to do so.

To access personal information or to associate a statement regarding accuracy of the personal information, CityReach Oakden may require you to verify your identity and specify what information you require. Although no fee will be charged for accessing your personal information or making a correction, CityReach Oakden may charge a fee to retrieve and copy any material, particularly if information sought is extensive.

CityReach Oakden will provide to the individual its reasons for denial of access or a refusal to correct personal information. CityReach Oakden can withhold the access of an individual to their information if:

- Providing access would pose a serious and imminent threat to the life or health of any individual; or
- Providing access would have an unreasonable impact upon the privacy of other individuals; or
- The request for access is frivolous or vexatious; or
- The information relates to existing or anticipated legal proceedings between CityReach Oakden and the individual, and the information would not be accessible by the process of discovery in those proceedings; or
- Providing access would reveal the intentions of CityReach Oakden in relation to negotiations with the individual in such a way as to prejudice those negotiations; or
- Providing access would be unlawful; or
- Providing access would be likely to prejudice an investigation of possible unlawful activity; or
- An enforcement body performing a lawful security function asks CityReach Oakden not to provide access to the information on the basis that providing access would be likely to cause damage to the security of Australia.

If you have any questions or want to access your personal information, please contact the CityReach Oakden Director of Operations in writing.

### **Cookies**

A cookie is a piece of information that an Internet website sends to your browser when you access information at that site. Cookies indicate to a website that you have been there before and they can be used to record what parts of a website your computer is visiting. Cookies do not identify individual users, although they do allow identification of the type of browser used and the Internet Service Provider ("ISP"). We use cookies when someone provides their details into our site to retain information for the purpose of our ministry. We do not use cookies to track your internet activity before or after you leave our website.

### **Anonymity**

Where lawful and practicable to do so, you can deal with us anonymously or using a pseudonym. The circumstances in which you can deal with us anonymously or using a pseudonym include making a general enquiry about the service times that we can offer to you including in person or via our website or the telephone. From the time you commence attending our church services or participate in other ministry activities, it is no longer practicable for us to deal with you anonymously or using a pseudonym.

<b>VERSION</b>	<b>EFFECTIVE DATE</b>	<b>FULL OR PARTIAL REVIEW</b>	<b>APPROVED</b>
1.0	TO BE APPROVED	Original	Board
1.1	01-08-2022	Partial – addition of cookie policy	Board