



Mill Park Baptist Church

PRIVACY POLICY

(Updated to include changes re APPs)

Purpose: This Privacy Policy is published to explain how and when personal information is collected, stored, and distributed by Mill Park Baptist Church.

We aim to: Mill Park Baptist Church (MPBC) is committed to respecting the privacy of our staff, members, regular attendees and other people who participate in activities or ministries of our church. Accordingly MPBC has made a commitment to adhere to the Privacy Act 1988 and to the 13 Australian Privacy Principles (APPs) that are contained in the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

We commit to:

1. MPBC will only collect personal information from you with your prior knowledge and consent.
2. MPBC will only use personal information provided by you for the purposes for which it was collected.
3. MPBC will not disclose your personal information to another organisation or individual without your consent except where required by law or regulation, or where we reasonably believe that it is necessary on health or public safety grounds or for reasons of duty of care.
4. MPBC will remove personal information from our records when it is no longer required, except where archiving is required (eg marriage records, membership, baptisms etc) and where required to meet current insurance expectations (eg attendance records, leaders volunteer screening records etc).
5. MPBC will take reasonable steps to protect the personal information it holds against misuse, loss and unauthorised access, modification or disclosure.

MPBC PERSONAL INFORMATION HANDLING PRACTICES

Type of Information collected and held by MPBC (APP 1)

- Church Directory (contact details of members and attendees – name, address, phone numbers)
- Lists of attendees (and their contact details) of various ministries conducted by MPBC (eg Little Cherubs Crèche, 3 Up, Children's Church, Zone, Riot, Diamonds, Caring Hands Craft Group, and Life Groups)
- Birthdates of members and attendees (for appropriate group of individuals and celebration purposes).
- Gender
- Relevant medical details of attendees of ministries (for care purposes)
- Notes on Counselling sessions
- Copies of "Memo" (our weekly bulletin)
- Internet usage details
- List of people holding 'Working With Children Check'
- Documents relating to screening of volunteers (Safe Church Policy)
- Bank details (for reimbursement purposes)

Purposes for holding personal information: (APP 1)

Information collected by MPBC and its volunteers is generally obtained and held for the purpose of maintaining contact with, and amongst, members and attendees of the church and its various ministries; to pastorally care for members and attendees; and to maintain the health and safety of people, particularly children, in the care of volunteers and employees at church related activities. We will refrain from collecting sensitive information unless reasonably necessary for the normal functions or activities of MPBC.

Anonymity and Pseudonymity (APP 2)

It is your right to be dealt with anonymously, or to use a pseudonym, provided that it is lawful and practicable. We will try to accommodate a request for anonymity or pseudonymity wherever possible, however we note that in some circumstances this may prevent us from practically and effectively communicating with you or providing you with proper care or a full range of services and information. If your personal, sensitive or health information contains government related identifiers, we will not use this as a means to identify you.

How is the information collected? (APP 3)

Information considered to be personal or sensitive is usually collected in written or digital form, however, in some cases, as in the case of counselling sessions, information is obtained verbally.

MPBC may also collect information on internet usage and activity, Facebook activity (re both pages and groups) and YouTube viewing/activity for statistical purposes and to ensure that usage limits and access restrictions agreed to by MPBC internet users are complied with. This information would be collected electronically.

Unsolicited Information (APP 4)

Where MPBC inadvertently (unsolicited) collects personal information from third parties, we will take reasonable steps to destroy or de-identify the information as required by law.

Notification of the Collection of Personal Information (APP 5)

If we collect any information about you that has not been authorised by you or provided by you, we will endeavour to let you know as soon as reasonably practicable what that information is and how it came to be collected by us.

Use or Disclosure of Personal Information (APP 6)

We only use your personal and sensitive information for the reason we collect it. Information collected is disclosed to only relevant leaders and volunteers working in ministries conducted by MPBC, to employees of MPBC as required or appropriate, and in the case of the Church Directory, to other members and attendees of MPBC. In some special circumstances your information will also be disclosed to government agencies or our insurers.

Direct Marketing (APP 7)

We will not disclose your personal information to others for purposes of direct marketing. We may use your personal information collected by us to advise you of relevant events or services or provide updates on MPBC activities.

Cross-border Disclosure of Personal Information (APP 8)

We are not likely to disclose your personal information to overseas recipients. However, we will take reasonable steps to ensure that any recipient does not breach the Australian Privacy Principles in relation to the information.

Adoption, Use or Disclosure of Government Related Identifiers (APP 9)

We will not use any government related identifiers as a means of identifying you, nor use or disclose such identifier unless the use of the identifier is reasonably necessary for MPBC to fulfil its obligations (eg WWCC number retained on file as means of volunteer screening).

Quality/Integrity of Personal Information (APP 10)

MPBC will take reasonable steps to ensure the personal information collected, used or disclosed is accurate, up-to-date and complete.

Security of Personal Information (APP 11)

We will take reasonable steps to ensure we protect the personal and sensitive information we collect and hold and to protect it against loss, misuse or unauthorised access, destruction modification or disclosure.

Our IT systems are password protected and comply with applicable security standards. Only authorised personnel are permitted to access to these details.

It is our policy to destroy personal information once there is no longer a legal or business need to retain it.

Accessing Your Personal Information (APP 12)

Should you wish to access your personal information held by MPBC please contact the MPBC Privacy Officer (contact details listed below). In exceptional circumstances, such as a confidential report provided to MPBC, access to some personal information may be restricted.

Your request for access will be acknowledged in writing within 14 days; within a further 14 days arrangements will be made for you to access such information (if straight forward), or within 30 days if arrangements are more complex. At the time of access, you will be asked to provide photo proof of identity.

Correcting Your Personal Information (APP 13)

Should you wish to correct or up-date any of the details you have provided, please contact the MPBC Privacy Officer (contact details listed below). We are committed to ensuring that your personal information is accurate, complete and up-to-date.

CONCERNS, COMPLAINTS OR CONTACTING THE PRIVACY OFFICER

If you seek any further information from MPBC about our Privacy Policy generally, or have any complaint in relation to privacy, please contact our Privacy Officer:

The Administrator
Mill Park Baptist Church
11 Morang Drive
Mill Park Vic 3082
Tel: (03) 9436 8797
Email: office@millparkbaptistchurch.org.au

Any complaints will be dealt with in accordance with our 'Responding to Grievances, Allegations of Ministry Misconduct and/or Abuse Procedures'.

CHANGES TO THIS POLICY

Mill Park Baptist Church may make changes to this Privacy Policy from time to time for any reason. We will publish our policy, including those changes, on our website (www.millparkbaptistchurch.org.au). The policy can also be made available as a document on request.

WEBSITE DISCLAIMER

All information provided on the Mill Park Baptist Church website is provided for information purposes only. Although every reasonable effort is made to present current and accurate information, MPBC makes no guarantees of any kind, and does not accept liability for any losses or damage arising directly or indirectly from reliance on the information.

As a result, users of our website should contact MPBC directly at +61 03 9436 8797 or via email at office@millparkbaptistchurch.org.au to verify the current text or status of policies, programs, descriptions, or other information.

THE FOLLOWING PARAGRAPHS WILL APPEAR ON OUR WEBSITE:**Third party Websites**

Our website may contain links to third party websites. Similarly, third party websites may contain links to our website. Our Privacy Policy does not apply to external links or to other websites. The operators of

other websites may collect your personal information. We encourage you to read the privacy policies of any website you link to from our website.

Cookies

When you visit our website, a record of your visit is logged. The following data may be supplied by your browser:

- Your IP address and/or domain name;
- Your operating system (type of browser and platform);
- The date, time and length of your visit to the website; and
- The resources you access and the documents you downloaded.

This information may be used to compile statistical information about the use of our website. It will not be used for any other purpose.

If you do not want 'cookies' to be used please adjust your browser settings to disable them.

Adopted: 8/2/2012

(previously known as Privacy Policy Statement)

Subsequent Reviews: 20/10/2016 (Administrator), 17/2/2016,
15/3/2017; 19/8/2020

Next Review Date: February 2021

Adopted by MPBC Board
Reviewed by: MPBC Board