

Introduction

The Governance Group of Gympie Baptist Church is committed to protecting the privacy and respecting the personal information which the church collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

Purpose

The purpose of this document is to provide a framework for Gympie Baptist Church in dealing with privacy considerations.

Policy

This policy applies to:

1. all employees and appointees of the Church whether those individuals are engaged on a full-time, part-time, contract, casual, temporary, or volunteer basis; and
2. all members of and visitors to the Church

Exception in relation to employee records

Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record of a current or former employment when directly related to their employment.

Minors

All reasonable steps will be taken not to collect personal information from anyone under 15 without parental or guardian consent .

Where it is not clear that a person under 18 has the capacity to make their own privacy decision, then their personal information will not be collected without parent or guardian consent.

Vulnerable People

All reasonable steps will be taken to not collect personal information from vulnerable individuals without their clear consent. If it's unclear whether they have the capacity to make their own privacy decisions, consent will be sought on the person's behalf from a legal guardian or attorney. Vulnerable people may include those with physical or mental challenges or limited English proficiency.

Gympie Baptist Church collects and administers a range of personal information for purposes including but not limited to:

- Furtherance of the mission of the church
- Administration and communication within the church
- Adherence to legislative and compliance requirements (e.g. working with children blue card and related agencies)
- Maintaining records in the public interest (e.g. baptism rolls, wedding registers, and other related purposes)
- By giving the church their personal information, an individual agrees to be contacted for pastoral care and follow-up. The Church may also share this info with ministry teams to improve services provided.
- Occasionally, the church may use information collected to inform individuals about conferences, events, or services. Individuals can opt out of these communications anytime by contacting the church.

Gympie Baptist Church recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies and reflected in our Privacy Policy, which is compliant with the Australian Privacy Principles (“APP”) in the Privacy Act Amendment (Enhancing Privacy Protection) Act 2012, which amends Privacy Act 1988 (Cth).

Gympie Baptist Church is bound by laws which impose specific obligations when it comes to handling information. The church has adopted the following principles contained as minimum standards in relation to handling personal information.

Whenever it is lawful and practical, individuals may choose to remain anonymous when interacting with the church. However, this may affect how that individual is able to use the church’s services or join the church’s events. If someone has concerns about the information the church requests, they should discuss this with the leaders of the church.

Gympie Baptist Church will:

- Collect only up-to-date information which the church requires for its primary function;
- Use and disclose personal and / or sensitive information only for our primary functions or a directly related purpose, or where required by law, or for another purpose with the person’s consent;
- Store personal information securely, protecting it from unauthorised access;
- Agreements are in place with third-party providers to protect this information according to applicable data protection and privacy laws and
- Provide stakeholders with access to their own information, and the right to seek its correction.
 - The right to access personal information is not absolute. In some cases, the law permits the church to refuse access to personal information. Such circumstances include where:
 - Access would pose a serious threat to the life or health of any individual;
 - Access would have an unreasonable impact on the privacy of others;
 - The request is frivolous or vexatious;

- The information relates to a commercially sensitive decision-making process;
- Your personal information is part of an existing or anticipated legal or administrative proceedings;
- Access would be unlawful; or
- Access may prejudice enforcement activities, a security function or commercial negotiations.

Management and security of personal information

The church has in place steps to protect the personal information it holds from misuse, loss, unauthorised access, modification, interference or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerised records.

Church staff and volunteers will be trained to protect information.

Information will be kept as long as required by law and then destroyed when it's no longer necessary.

Church Website

When you use our website, having your cookies enabled will allow us to maintain the continuity of your browsing session and remember your details when you return. We may also use web beacons, Flash local stored objects and JavaScript. If you adjust your browser settings to block, reject or delete these functions, the webpage may not function in an optimal manner. We may also collect information about your IP address, although this may not identify you.

If you do share personal information, the church will handle it according to this Privacy Policy. By using the church website, a person agrees to this policy.

Video Surveillance

We use video surveillance (CCTV cameras) on the church premises for security purposes. Surveillance videos are not used by the church for other purposes and the footage is not publicly available. Surveillance cameras are not located in any bathrooms or change room facilities.

Access to and updating your personal information

The church endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to access or update their personal information held by the church by contacting the church office in writing.

133 Corella Road
Gympie Qld 4570
E: church@gympiebaptist.org

Identification will be required before the access of personal information if access is not done in person or the person is not familiar with Administration.

What steps does Gympie Baptist Church take when there is a data breach or privacy incident?

A data breach or privacy incident may result from unauthorised people accessing / disclosing, changing, losing or destroying personal information. Examples of situations where a data breach or privacy incident may occur include:

- Accidental download of a virus on to a Gympie Baptist Church computer
- Discussing or sharing of personal information on social media
- Non-secure disposal of hard copies of personal information (e.g. not keeping hard copies in secure cabinets or not disposing of them in a secure bin / shredder)
- Leaving an unlocked smart phone on public transport.

A data breach or privacy incident can occur due to human error or technical failures, can be accidental or deliberate and can apply to information in a number of forms (e.g. electronic as well as hard copy). In the event of a data breach or privacy incident, Gympie Baptist Church will respond in the following way which is in line with the Notifiable Data Breaches Scheme in the Privacy Act 1988 (Cth):

- The breach / incident will be identified and reported to the Governance Group of Gympie Baptist Church;
- The breach / incident will be contained so further access/disclosure/loss etc will not arise;
- The seriousness of the breach / incident will be assessed between the relevant personnel together with the Governance Group of Gympie Baptist Church;
- Regardless of the seriousness of the breach or incident, remedial action will be taken to reduce any potential harm to individuals;
- In cases where serious harm is likely, Gympie Baptist Church will notify the relevant individuals, the Office of the Australian Information Commissioner (OAIC), and issue a public statement that will be made available on its website;
- Following each breach / incident, Gympie Baptist Church will conduct a review of policies and processes and make any adjustments to avoid further breaches and incidents of a similar nature.

Complaints about a breach of the Australian Privacy Principles

Any complaints in relation to this policy or in relation to a breach of the Australia Privacy Principles can be made to the Privacy Officer by writing to:

133 Corella Road

Gympie Qld 4570

E: church@gympiebaptist.org

The church will investigate the complaint and will notify the individual of its decision a within 30 days. The church will keep the individual updated on the progress of any complaint.

If a person is not satisfied with the church's response to their complaint, or they consider that the church may have breached the Australian Privacy Principles or the Privacy Act, a complaint may be made to the Office of the Australian Information Commissioner by contacting:

Office of the Australian Information Commissioner

GPO Box 5288

Sydney NSW 2001

Telephone: 1300 363 992

Website: www.oaic.gov.au

Policy Modifications

The church may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the church's operations and practices and to make sure it remains appropriate to the changing legal environment.

Printed copies of this document are considered obsolete. The current document is accessed via Microsoft Teams internally and is publicly available at:

<https://gympiebaptist.org/about/policies>