



# MOUNT ISA BAPTIST CHURCH

local church, regional footprint, global impact

## **MOUNT ISA BAPTIST CHURCH - PRIVACY POLICY**

**(9 August 2019)**

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## **Introduction**

Mount Isa Baptist Church (ABN: 82 851 937 079) is committed to protecting your privacy in accordance with the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (C'th) ('Privacy Act').

In this Privacy Policy “we”, “us,” “our” or “Church” means ‘Mount Isa Baptist Church.’ The word “individual” refers to a member or congregant, or any other person with whom we come into contact

This Privacy Policy sets out our commitment to protecting the privacy of personal information provided to us, or otherwise collected by us, offline or online, including through our website (<https://mountisabaptist.com.au/>).

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

The types of information that we collect about individuals are related to the services we offer as a Church. They may include but are not limited to the following:

- name, gender and contact details (address, email, telephone numbers etc.);
- working with children information (Blue Card and other information pertinent to working with children);
- health and medical information;
- records of pastoral matters discussed with an individual;

### **2. How do we collect information?**

We generally collect personal information directly from an individual or caregiver. This information is collected in the following ways:

- face to face contact;
- electronically including through our website;
- via social media messages or conversation;
- during phone calls;
- voice or image recordings;
- whilst delivering and administering services at our facilities or other facilities;
- from forms and other correspondence (both in writing and electronically);
- allergy, dietary and other relevant medical information.

In some circumstances the Church may be provided with personal information about an individual from somebody else, for example a referral from another person. Where this happens, the Church will take reasonable steps to ensure that the individual is or has been made aware of the matters set out in this Privacy Policy.

If personal information is not provided, we may not be able to provide individuals with the benefit of our services or meet an individual’s needs appropriately.

### **3. Whose Personal Information do we collect?**

The type of information we may collect and hold may come from (but is not limited to) personal information regarding:

- members and regular attendees;
- others whom we have contact with;
- children who have been entrusted to our care;
- individuals who provide us with their information;
- staff members.

### **4. Why does the Church collect personal information**

The Church collects information for the following reasons:

- to provide ministry services to its members, attendees and others seeking assistance;
- to prepare a Church directory;
- to appropriately care for children;
- to issue receipts or reimbursements;
- to help us manage and enhance our services;
- to fulfill our obligation as an employer.

### **5. How might we use and disclose personal information**

We use and disclose personal information for the following purposes:

- to provide personal ministry services to our parishioners;
- to provide personal ministry services to other persons who may seek our services;
- to provide individuals with a printed or online Church directory (if prior consent is obtained);
- to comply with our legal obligations; and;
- to help us manage and enhance our services.

### **6. To whom might we disclose personal information?**

We may disclose personal information to:

- other Church members or attendees (particularly ministry leaders);
- consultants we engage (e.g., The Baptist Union of Queensland);
- regulatory authorities, if required by law;
- anyone else to whom the individual authorises us to disclose it.

We don't rent, sell or exchange personal information. The types of organisations to whom we disclose information to include those who help us administer our technology information systems, financial auditors and the Baptist Union of Queensland.

## **7. Disclosing personal information overseas**

Occasionally we may use overseas facilities or contractors to process or backup information or to provide other services (e.g., database servers located overseas). As a result, we may disclose personal information to our overseas facilities or contractors for these purposes.

Any disclosure of personal information overseas does not change our commitment to safeguarding individual privacy. We do not otherwise disclose or transfer personal information overseas.

## **8. How we protect personal information**

We take reasonable steps to ensure the security of personal and sensitive information we obtain, to protect it against loss, misuse, or unauthorised access, destruction, modification, use, modification or disclosure.

For example, the information contained in hard copy documents stored onsite at the Church are stored in locked cabinets.

Information stored on a Church database is governed by the service providers own stringent privacy policy (<https://get.tithe.ly/privacy-policy>).

## **9. Remaining anonymous**

It is the right of an individual to be dealt with anonymously, provided that it is lawful and practicable.

We will try to accommodate a request for anonymity wherever possible, however we note that in some circumstances, this may prevent us from practically and effectively communicating with an individual.

## **10. Government Identifiers**

We will not use identifiers assigned by the Government, such as a tax file number, Medicare number or provider number, for our own file recording purposes.

## **11. How do we keep personal information up-to-date?**

The Church takes reasonable steps to ensure the personal information that it has acquired is accurate. It is the Church's practice to update the information it holds approximately every 12 months. If an individual believes the information we hold about them is inaccurate, out of date,

incomplete, irrelevant or misleading, please contact us using the details below. We will take reasonable steps to correct any information found to be inaccurate, incomplete, misleading or out of date.

## **12. How can an individual access their information or have it removed from the Church?**

Individuals may request details of personal information that we hold about them. In certain circumstances, as set out in the Privacy Act 1988 (Cth), we may refuse to provide an individual with personal information that we hold about them.

Individuals can opt out of Church communication or have their information removed from our records by contacting us on the information below.

An individual can opt-out of Church communication or have their information removed from our systems by contacting the Church on the details below.

## **13. How can an individual express concerns or complaints?**

Individuals requiring to update their information, or who have a concern or complaint about a privacy breach may:

- email the Church leaders ([office@mountisabaptist.com.au](mailto:office@mountisabaptist.com.au))
- Send a posted letter to  
The Church Leadership  
Mount Isa Baptist Church  
PO Box 634, Mount Isa, QLD, 4825

## **14. Amendments to this policy**

We may, at any time and at our discretion, vary this Privacy Policy by publishing the amended Privacy Policy on our Site. We recommend that individuals check our Site regularly to ensure they are aware of our current Privacy Policy.