

Adopted by Elders & Administration Team on 21/04/2020

Statement

Deniliquin Baptist Church will ensure that it complies with all the required legislation to ensure that the privacy of all church members is not breached.

Guidelines

Deniliquin Baptist Church will endeavour to follow guidelines

- Collection of information will be fair, lawful and unobtrusive.
 - The purpose of the information being collected will be disclosed.
 - The information will be only for the purpose for which it is collected.
 - The Deniliquin Baptist Church will endeavour that all data will be accurate, complete and up to date.
 - The Deniliquin Baptist Church will endeavour to protect personal information from misuse, loss and unauthorized access
 - The data collection policy will be available for anyone who asks for it
 - All information the church may hold on individuals is available for access and correction by them
 - Identifiers such as tax file numbers, Medicare numbers and like cannot be used or disclosed by the church
 - Deniliquin Baptist Church will only allow transborder dataflow where the information will have appropriate protection
 - Sensitive information will not be collected unless the individual has consented, or it is required by law or unless necessary in relation to a threat to any individual.
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- Deniliquin Baptist Church members and friends may sign a privacy form to allow their name to be published in the directory, church bulletin and notice boards.

 - Deniliquin Baptist Church members and friends may sign consent form to allow their photo to appear in the directory.

 - All signed privacy forms will be filed in a locked filing cabinet at the church office and shredded when out of date or incorrect.

 - All discontinued forms and information will be shredded when out of date or incorrect.

Your Privacy Rights

From 21 December 2001, new laws have been put in place to protect the privacy of your personal information. As part of a Baptist Church congregation, we hold personal information about you. We also collect from time to time additional personal information from you.

The Church uses your personal information to:

- Compile the church roll, church directory, maintain a database of names, addresses, phone numbers, bulletin from time to time, relevant details concerning births, deaths, marriages, baptisms etc.
- Administer and manage church activities including rosters, meetings, children's, youth and other ministries, training programs, prayer requests
- Provide confidential counseling
- Facilitate church fulfillment of legal obligations
- Statistics are accessed and used by The Baptist Association of NSW/ACT to:
 - Analyse trends and statistical reports for use in developing programs and management of the Churches of NSW and ACT as a whole
- We may disclose your personal information (as necessary):
 - On a confidential basis to our staff, Pastors, Elders, Deacons, Leaders only for the purposes of Church business, where the law requires the Church to do so, and if you consent.



**Deniliquin
Baptist
Church**

PRIVACY FORM

Your signature gives the DENILIQVIN BAPTIST CHURCH consent to use your information as detailed.

1. ACCESS

You are entitled at any time to request access to your personal information held by DENILIQVIN BAPTIST CHURCH and to ask to change any details that may be incorrect or out of date.

I DO/DO NOT give permission for photos taken of myself to be displayed on notice boards in the church or in church publications eg website, newsletters, brochures, etc.

I DO/DO NOT give permission for photos taken of my family to be displayed on notice boards in the church or in church publications eg website, newsletters, brochures, etc.

I DO/DO NOT give permission for photos taken of my children (named below) to be displayed on notice boards in the church or in church publications eg website, newsletters, brochures, etc.

I DO/DO NOT give permission for **phone numbers** to be displayed in the **Church Directory**, or in church publications eg website, newsletters, brochures, etc.

Full name	Signed	Date
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Full name	Signed	Date
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Details to appear in DENILIQVIN BAPTIST CHURCH Directory:

SURNAME: _____

CHRISTIAN NAME/S: _____

CHILDREN: _____

ADDRESS: _____

PHONE: _____ MOBILE PHONE _____

EMAIL: _____