



Privacy Policy

Adopted by Carlingford Baptist Church on 30.03.2020

This Privacy Policy sets out how Carlingford Baptist Church (CBC) manages personal information. CBC is bound by the Australian Privacy Principles in the Privacy Act 1988 (Cth). CBC may update or amend this policy from time to time to cover any changes in law, practice or policy.

Purpose of collection, holding, use and disclosure of personal information

Personal information is collected to assist in the ministry and administration of this Church. This may include things such as:

- to maintain a database of names, addresses, contact details, other relevant details such as births, deaths, marriages, baptisms, etc.
- to compile the Church Directory (which includes name, photograph, address and contact details); for circulation by hard copy and online via a password protected page on the CBC website, only to those who have submitted their details for inclusion in the Directory
- to enable us to respond to medical and other safety issues that may arise
- to contact you & / or an emergency contact provided by you
- to comply with legal obligations
- to help us work with you as a volunteer (which includes things such as Leaders Application Forms, Working With Children Check details)
- rosters, meetings, training programs, prayer requests and pastoral care

Disclosing your personal information

Personal and sensitive information is only used for the reason it is collected as set out elsewhere in this document, or as otherwise permitted or required by law.

Personal information that we collect will not be disclosed to third parties without your consent.

Your information will not be rented, sold or exchanged. The types of organisations to whom your personal information would normally be disclosed may include those who help administer our technology information systems, financial auditors and insurance related entities.

How we protect your personal information

Reasonable steps will be taken to ensure the security of personal information, including locked storage for hard copies and password protection for online and other electronic storage.

How to access your individual information

How to access your individual information

Your personal information can be accessed or updated by contacting the church office in writing. Complaints about the collection or use of your personal information can be made to the Safe Church Concerns Team, via the church office.

e. office@carlingford-baptist.org

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