

Privacy Policy – Jannali Anglican Church

At Jannali Anglican Church we believe that privacy is important and that people have the right to have their personal information kept private. Set out below is a summary of how these principles are applied to the information that we collect, and how we hold, use and disclose that information.

Collection of Information

We collect and retain information when necessary for the purposes of the ministry and related activities of Jannali Anglican Church. No one is under any compulsion to give us any personal information. The Church may collect general information about you such as your name, address and other details so that we can contact you. We may also collect personal information during the course of dealing with you, for example when you wish to obtain goods or services from the Church, when you register for conferences or events and when you participate in Church activities or complete other forms. The information collected may include some sensitive information such as health information. Where practicable, the purpose for which we collect personal information will be made clear at the time of collection. Providing certain information will ensure we are able to provide you with the access to the relevant services or the assistance you have requested.

Use and Disclosure of Information

We use information only for the purposes we have disclosed at the time of collection, or otherwise as set out in this Privacy Policy. We will not use or disclose your personal information for any other purpose without first seeking your consent, unless authorized or required by law. We will not mention any sensitive information provided to us, such as health or personal information without the approval of you or the person responsible for you. Generally we will only use and disclose your personal information as follows:

- to maintain contact and keep you informed of developments and activities which may be of interest to you
- to establish and maintain a record of your involvement and attendance at services and groups for the purposes of pastoral care.
- to maintain an online database of contact details of congregation members which is only accessible by staff and suitably authorised persons
- to provide the products or services you have requested from the Church
- to answer your inquiry

Data Quality & Identifiers

We will endeavour to keep personal information complete, accurate and up to date. We will not use any Government or agency numbers to identify an individual. Unless required by law we do not retain any personal numbers such as tax file numbers.

Data Security

We will take reasonable steps to keep secure the personal information which we hold and to protect it from unauthorised disclosure and misuse. Email is not a secure method of transmitting information and so we cannot accept responsibility for the security of information you send to us by email.

Access and Correction

We will provide individuals with access to their personal information as required by law and take reasonable steps to correct information which is inaccurate, incomplete or out of date. To request access to the personal information that the Church holds about you please contact the Church Administrator. If you wish to have your personal information deleted please let us know and we will delete that information as far as practicable.

Retained Records

As a government requirement of Safe Ministry and Child Protection we retain digital attendance registers and core Safe Ministry records for church activities involving children, youth and vulnerable adults indefinitely in our safe ministry secure storage.

Privacy Officer

Concerns, questions or complaints about our Privacy Policy should be directed to the Church Wardens or Church Administrator (email office@jac.org.au or phone (02) 9528 9130).