



CAIRNS SOUTH BAPTIST CHURCH

Privacy Policy

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Introduction

Cairns South Baptist church (ABN: 98 421 106 942) 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 ‘Cairns South 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://cairnssouthbaptist.church/>).

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:

- Information required for general administration of the church;
 - Name, contact details, birthday etc.,
- Working with children information;
 - Blue Card and other information pertinent to working with children;
 - Reference checks;
- Additional information to provide appropriate care for children, and supplied on a need-to-know basis;
 - Allergy, dietary and other relevant medical information;
 - Emergency contact details;
 - Custody information;
 - Transport arrangements;

2. Whose Personal Information do we collect?

We collect information from the following people:

- Members and regular attendees;
- Children who have been entrusted to our care;

- Community members whom we have contact with;
- Staff members.

3. How do we collect information?

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

- From forms and other correspondence (both in writing and electronically);
- Face to face contact;
- Electronically including through our website;
- Via social media messages;
- During phone calls;
- Whilst delivering and administering services at our facilities or other facilities;

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.

4. Why does the Church collect personal information?

The Church collects information for the following reasons:

- To provide ministry services and communicate to its members; attendees and others seeking assistance;
- To aid with the administration of the church (i.e., church directories; rosters, pastoral care)
- 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 congregation;
 - Regular communication;
 - Organising pastoral care;
 - Creation of rosters;
- 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;
- 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;
 - Mandatory reporting of certain allegations (i.e., Child abuse).
- Anyone else to whom the individual authorises us to disclose their information.

8. How we protect personal information

We utilise the service of '[Church Suite](#)' to provide the database for the church. 'Church Suite' employs its own stringent privacy policy and security measures to protect personal data (<https://churchsuite.com/security/>).

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 caring for or communicating with an individual.

10. Government Identifiers

We will not use identifiers assigned by the Government, such as a tax file 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. The church will provide online access to forms and personal accounts in order to keep information up-to-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 (info@mulgravebaptist.org.au)
- Send a posted letter to (PO Box 249, Edmonton, QLD 4869)

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.