



# Christ Church Lavender Bay

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## Christ Church Lavender Bay Privacy Policy 2020

Adopted by Parish Council 17 June 2020

### About us

At Christ Church Lavender Bay we respect the privacy of our parishioners, visitors, staff and all those who interact with us, whether through attending our Church, Bible Study or Prayer Groups, participating in services, attending events we hold from time to time or engaging with us via mail, email or our website. This statement sets out our policy on how we handle your personal data.

We aim to comply with the Australian Privacy Act ("The Act") and Australian Privacy Principles consistent with the nature of the services we provide, and to ensure that all our parishioners, visitors, staff and others who interact with us can be confident that their personal information is only collected, stored used or disclosed in appropriate ways consistent with these legal obligations and the purpose for which we have collected your information.

### Privacy Officer

Your privacy is important to us. We have a Privacy Officer who aims to ensure that your personal information is dealt with appropriately and who acts as our point of contact should you wish to discuss or request any action in respect of your personal information held by us or our use or disclosure of that information. Our Privacy Officer can be contacted as follows:

By email: [privacy@cclb.org.au](mailto:privacy@cclb.org.au)

By post: Privacy Officer, Christ Church Lavender Bay, P.O. Box 224 North Sydney NSW 2059

### Why we collect your personal information

Our primary purpose in collecting personal information is to enable us to provide ministry and support to you through pastoral care, assistance and prayer should you require them, and to enable you to participate in the life of our Church including attending or taking part in our Church Services and taking part in other ministry activities including bible study groups, ceremonies such as weddings, choir activities, charitable activities, maintenance activities and social activities.

We only collect personal information, which is necessary for your involvement in our Church, to enable us to contact you or help you with your personal needs or requests, in connection with our activities and our Church community or as required by law.

Our aim is to enable you to be comfortable about coming to our Church, participating in services and activities, benefiting from shared worship, prayer and fellowship and receiving information connected with our Church and your involvement with us.

### Information we may collect

We may collect personal information such as:

- Your name, address and contact details (e.g. mail address, email address or phone number)
- Information about you and your family and their upcoming events at our Church, such as weddings baptisms and funerals
- Information about your participation in events or tasks connected with our Church, such as Church rosters and attendance at Church activities and functions



- Other information necessary for the purposes of our Ministry and the activities of our Church or which we are required to collect by law
- In certain circumstances, we may also collect 'sensitive information' – see further details below.

We may also collect information from you in writing, by email or telephone, speaking to you or by you completing a form or a 'Lavender Card' with your personal details.

Unless required by law (such as with COVID-19 related temporary reporting requirements), you do not have to provide your personal information to us in order to attend our Church Services, but it will assist us in our ministry to you, for example if you would like to arrange a visit by our clergy, or you would like to have your name added to a list for prayers, to participate in certain Church social events or to receive our regular newsletters.

For members of our Congregation, we offer individual name tags for use (when legally permitted) during our services. This makes it easier for people to interact with others in our Church. However, you are not required to use a name tag, or to identify yourself when you come to our Church or contact us via our website.

### **Sensitive Information**

In the course of providing you with ministry and support to you through pastoral care, assistance, prayer, and services in our Church we may collect certain personal information which is 'sensitive information' from you.

'Sensitive information' is a particular kind of personal information and includes, amongst other things:

- religious beliefs or affiliations
- membership of a professional or trade association
- health information about an individual

We will only collect sensitive information that you choose to provide to us or when it is necessary in order for us to assist you. For example, this may be:

- to provide you with special services or assistance, such as assistance in access to the Church
- in the case of illness, trauma, injury or emergency or other serious events
- for the purposes of prayer, visits, pastoral care or other services or support if you wish us to do so
- in the case of you or your children or grandchildren, for the purpose of providing appropriate care for children at Sunday School
- where required by law or where necessary for your health and safety or the health and safety of others

### **Use and disclosure of your personal information**

We will only use or disclose your personal information for:

- the primary purpose for which it was collected, namely providing ministry and pastoral care to you
- assisting you with your participation in our Church life, Services and activities
- other reasonable purposes relating to our Church and your involvement in our Church community
- otherwise with your consent or as required by law

Some specific examples of such uses and disclosures include:

- contacting you by mail, telephone, email, as and when appropriate, given the preferences you have notified to us
- where you have added your name to a Church roster, this will appear on our weekly service sheets. These rosters, prayer notes and weekly service sheets are made available in printed form



(unless health regulations direct otherwise) to church members and any visitors who attend our church services. The rosters are also available on the Church website (in the section for Church members on the website accessible only by username and password OR/ accessible only on request by Church members).

- where you have added your name to a list of volunteers to participate in an activity, your name and phone number and email address may be shared with other volunteers
- including your name and phone number in an emergency contact list if you have consented
- including your photograph, your name and other personal information about you in the Church newsletters or on the Church website if you have expressly agreed to this
- arranging for other parishioners to contact you about Church related matters if you have consented
- for the purposes of maintaining safe ministry and compliance records and ensuring we meet our Working with Children obligations
- drawing up official Parish documents
- incident reports and making insurance claims
- maintaining Work Health Safety records
- to meet our legal obligations and allow us to discharge our duty of care

There are some circumstances where we may use or share personal information for other purposes, without seeking your consent and sharing information, such as:

- where we reasonably believe this is necessary to reduce or prevent a threat to a person's life, health or safety or a serious threat to public health or safety;
- we are investigating or reporting on suspected unlawful activity, improper conduct or other improper behaviour or breach of obligations;
- where the use or disclosure is required or authorised by law; or
- for law enforcement, public revenue protection, prevention of crime or injury;
- where necessary or required by law in connection with court or tribunal proceedings;

We do not make mailing lists available to third parties.

A circular or group email to all church members with information about the life of the church, roster information or general information, for example a letter from the Archbishop, will be sent on a BCC basis.

### **Photography, Video Recording and Live Streaming**

We may from time to time take photos or make video recordings in our Church, the Church grounds, or during functions or events held by the Church. (Our practice is to live stream all our Church services and make them available on the Church website.) We may use these images to enable our congregation and others who are associated with our Church to stay in touch and be informed of events. Photos or images may be displayed in the Church or published in our Newsletter or on our website.

Video recordings may include parts of our Services such as the sermon, for the purpose of enabling those members of the congregation who are not able to attend in person to see the Service or parts of the Service and these recordings may be included on our website. We understand that some people may not wish to have their images recorded or used.

When the Church service is being recorded, we will advise you by signage in the Church the location of the area of the Church which will not be filmed.

If you do not want images of you to be recorded or used, please contact one of our Wardens, the Rector or the Privacy Officer and let them know. Please utilise the Opt Out form for long term notification.

### **Data Security and Storage**

We protect your details through encryption, firewalls, and secure locations and buildings and computer security systems.



We will take reasonable steps to protect the personal data that we hold from misuse, loss or unauthorised access, misuse, alteration or disclosure. This includes appropriate technical and organisational security measures and we will implement reasonable policies and procedures regarding data retention and destruction.

We remind you that the internet is an unsecured means of transfer and any personal data you transmit to us by this method is at your own risk.

## **Your Information**

### *Access to your information*

You can request access to your personal information that we hold. Such requests should be directed to our Privacy Officer and we will respond within a reasonable period after the request is made. We may require you to complete a written application and verify your identity. If your request for information is complex we may ask you for more details about the specific information that you wish to access.

You should also anticipate that it may take some time to process your application for access as there may be a need to retrieve information from storage and review information in order to determine what information may be provided.

### *Requests for correction of your personal data*

You can request correction of the personal information that we hold about you. Such requests should be directed to our Privacy Officer and we will respond within a 14 day period after the request is made. You will not be charged a fee in relation to requests to correct your personal information. We may require you to complete a written application and verify your identity.

## **Keeping your personal information up to date**

If your personal information changes, please contact our Privacy Officer and we will update and correct the information that we hold, subject to the remainder of this policy. We may also contact you from time to time to check that the information you have provided is still correct, relevant, up-to-date, complete, and not misleading.

## **Third Party Websites/Databases**

Links on our website to third party websites are provided solely as a convenience to you. We are not responsible for any of these sites, their content or their usage of your personal information.

## **Questions and Complaints**

Our aim is to ensure you are comfortable with the way we collect and use your personal information. If at any time you are concerned about how we collect and use your personal information please let the Rector, one of our Wardens or our Privacy Officer know.

Any complaints about alleged privacy breaches should be directed to our Privacy Officer in writing. We will endeavour to resolve your complaint within a reasonable timeframe. We will notify you in writing of the outcome of our enquiries and investigations into your complaint.

## **Changes to This Policy**

We may make changes to this policy from time to time for any reason. We will publish those changes on our website at [www.cclb.org.au](http://www.cclb.org.au) [hyperlink this address]. Any questions or queries regarding this policy should be directed to our Privacy Officer.



## Privacy Policy Opt Out Form 2020

This form is to be completed after reading and understanding the Christ Church Lavender Bay Privacy Policy 2020.

By reading and understanding that policy you have the choice to **opt out** of the following activities listed below.

Please indicate which activities of our regular Sunday service and Gathering service you do **NOT** wish to participate in after ensuring your known contact details are listed below.

Name: \_\_\_\_\_

Address:

\_\_\_\_\_

Phone:

\_\_\_\_\_

Email address:

\_\_\_\_\_

### OPT OUT OPTIONS – Please tick which you do NOT give consent to.

	Email Communication
	Newsletter communication
	Consent to have your photograph published (for example, in our newsletter or on our website)
	Other: Please note here

**Note:** We record and live stream all our Church services and make them available on the Church website. Areas in the Church that will not be captured in any recording or live-streaming will be marked. If you require assistance in determining where you can sit and what you can do in a service without your image being recorded, please speak to a sidesperson or usher.