

Privacy Policy

Penrith Church of Christ will take all reasonable efforts to protect the privacy of individuals' personal information and to comply with the obligations imposed by the Privacy Act 1988 (Cth) as interpreted by the Office of the Australian Information Commissioner (OAIC) and the Australian Privacy Principles (APP) issued 2014.

This policy governs Penrith Church of Christ's management of personal information. This information may be retained in a database or in material form. This policy applies to all Church Partners, Church Staff (including contracted employees) and volunteers.

We will only collect personal information by lawful and fair means and will only collect information **that is necessary** for one or more of our church ministries or activities including Pastoral Care.

If it is reasonable and practicable to do so, we will collect personal information about an individual only from that individual and their immediate family members and will seek permission to release that or part of that information for Church Directories, Rosters, Prayer Chains and similar Church activities.

In meeting our obligations with respect to the privacy of individuals, we will acknowledge that people with vision or hearing impairments and those with a culturally and linguistically diverse background may require special consideration.

The purpose and implementation of this policy is to adhere to the following:

- Ensure personal information is managed in an open and transparent way;
- Protect the privacy of all personal information relating to all individuals who have a connection with Penrith Church of Christ;
- Provide for the fair collection and handling of personal information;
- Ensure that personal information we collect is used and disclosed for relevant purposes only;
- Regulate the access to and correction of personal information; and
- Ensure the confidentiality of personal information through appropriate storage and security.
- Ensure that risks relating to Cyber Security and attack is minimised by relevant Protection

Penrith Church of Christ will be compliant with the Notifiable Data Breaches Scheme effective 22nd February 2018.

If a complaint is raised regarding the misuse of personal information, this must be in accordance with the Church By-Law Rule1. If referred to the Elders, they will respond to a complaint within 14 days. If the Elders fail to respond, or the complainant is dissatisfied with the response, a written complaint will then follow the procedures in the Church By-Laws and can be submitted to the Office of the Australian Information Commissioner.

The oversight of this Policy, Awareness and Implementation is delegated to the Penrith Church of Christ Operations Team, reporting as necessary to the Elders. This policy will be reviewed every three years.

This policy rescinds previous Privacy policy dated July 2020