

OP 007 Privacy Policy

Author: Elders
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1. RECORD:

Approved By: Elders

Approval Date: Oct 2021

Review Date: Oct 2026

2. DEFINITIONS:

TERM	DEFINITION
CCVT	Conference of Churches of Christ in Victoria and Tasmania
Churches of Christ	The Churches individually and jointly who make up CCVT
one2one	The Body of Christians meeting at 121 Gillies Street South Ballarat, formerly Ballarat Family & Dawson Street
Elders	Board of Elders, appointed by the members
Leadership Team	Senior Minister and Leadership Staff
Staff	All those employed by the Church (paid or unpaid) to work for the Senior Minister
Congregation	Members of the public who regularly attend the church or who have decided to make One2One their spiritual home
Members	Members of the congregation who meet the definition of membership as defined by the rules of One2One and are listed on the membership list
APPs	Australian Privacy Principles as set out in the Privacy Act

3. PURPOSE:

This policy is based on the relevant CCVT policy, which is designed to align with legal requirements. This Policy has been adopted by one2one Church of Christ, in order to comply with the requirements of Schedule 1 of the Privacy Amendment (Enhancing Privacy Protection) Act, 2012, which amends the Australian Privacy Act 1988. The Policy should be read together with the Australian Privacy Principles set out in the Australian Privacy Act 1988. (See Appendix A)

4. POLICY:

1. One2one Church of Christ will comply with the APP. If there is an inconsistency between this policy and the APP, then the APP will prevail.

2. Subject to paragraph 3, one2one will only use personal information for the primary purpose for which it is collected. Individuals will be informed of the purpose for which the information is being collected. These purposes will relate to the spiritual, pastoral, social educational and administrative functions of one2one to enable the provision of the services and activities included above.

3. Primarily, one2one collects personal information for the benefit of its members, residents, clients, consumers, donors and volunteers. Additionally, one2one has an important function of maintaining personal information for the purpose of analysing the role of one2one in society and recording family histories of its members. This information may be disclosed to scholars studying the church providing it does not include any identifying characteristics except when authorised by the individual in question. This information may be disclosed to relatives of church members in exceptional circumstances.

4. one2one will only use personal information about an individual for a secondary purpose if that individual has consented, or the use is otherwise permitted by the APP.

5. one2one will take reasonable steps to keep personal information secure and will, subject to the APP, comply with a request from a person to access, correct or remove their information.

6. one2one will appoint a Privacy Officer. The Privacy Officer will provide advice on the storage and security of information and the procedures to permit individuals to access and/or correct the personal information collected by one2one about them. The Privacy Officer will receive and deal with any complaint that one2one has not complied with this policy or the APP. Information about this policy and the position / role of the Privacy Officer will be conveyed to the leaders, volunteers and the congregation.

7. Personal information collected by one2one may be sensitive information for the purpose of the APP (e.g., information about a person's religious beliefs). As a non-profit organisation, one2one is permitted to collect sensitive information without a person's express consent. However, one2one will endeavour to seek consent from a person if sensitive information is sought for something other than the primary functions of one2one as described in paragraph 2.

8. one2one church of Christ, at the beginning of each year, will seek written and signed permission for all children/youth in our care, for photos to be taken and used for advertisements and in-house materials. Where parents / guardians do not give permission for photos to be taken, their wishes will be strictly adhered to.

Where permission has been given for photos of children / youth to be taken, verbal and/or written permission will be sought for the use of such photos in any significant publications, prior to use or dissemination of such publications occurring.

4. COMPLIANCE MONITORING AND OR BREACH RECOGNITION:

Complaints regarding privacy issues will be documented and addressed by the Privacy Officer and a report provided to the Elders.

Evidence of the use of current and appropriate permission forms for all children at the beginning of

each year.

Evidence of permission forms for activities away from church (e.g., camps and outings) including permission for the taking of photos / videos

5. **REFERENCES:**

Australian Privacy Act, 1988

Privacy Amendment (Private Sector) Act No 155 of 2000

6. **RESPONSIBILITY FOR:**

- Elders
- Senior Minister

7. **APPLIES TO:**

- Elders
- Leadership Team
- Privacy Officer
- All staff, volunteers and members

Appendix A: Australian Privacy Principles

APP 1: Open and transparent management of personal information

APP 2: Anonymity and pseudonymity

APP 3: Collection of solicited personal information

APP 4: Dealing with unsolicited personal information

APP 5: Notification of the collection of personal information

APP 6: Use or disclosure of personal information

APP 7: Direct marketing

APP 8: Cross-border disclosure of personal information

APP 9: Adoption, use or disclosure of government related identifiers

APP 10: Quality of personal information

APP 11: Security of personal information

APP 12: Access to personal information

APP 13: Correction of personal information