



SUBURBAN BAPTIST CHURCH

PRIVACY POLICY GP 2.3

August, 2016

1. INTRODUCTION

- 1.1. Suburban Baptist Church is committed to protecting the privacy of personal information that the organisation collects, holds and administers.
- 1.2. Personal information is information that directly or indirectly identifies a person.

2. PURPOSE

- 2.1. The purpose of this policy is to provide a framework for Suburban Baptist Church in dealing with privacy concerns.
- 2.2. It outlines Suburban Baptist Church's commitment to ensuring the careful and reasonable handling of personal information to maintain privacy, while effectively carrying out functions and activities.

3. POLICY

- 3.1. Suburban Baptist Church collects and administers a range of personal information to assist with its primary purpose of ministry to people. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.
- 3.2. Suburban Baptist Church recognises the essential right of individuals to have their information administered only for the purposes disclosed at the time of collection and in ways they would reasonably expect.
- 3.3. Suburban Baptist Church recognizes the essential right of individuals to have their personal information made accessible to them.
- 3.4. Suburban Baptist Church is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 2012. In relation to health records, the Church is also bound by the Victorian Health Privacy Principles, which are contained in the Health Records Act 2001 (Vic). The organisation has adopted these principles contained as minimum standards in relation to handling personal information.

3.5. As detailed in the Privacy Procedure, Suburban Baptist Church will:

Date: 19/08/2016

Signed:  (Church Administrator)

Print name: M. BROWN

Signed:  (Elder)

Print name: TIMOTHY D. LOFTIS

Decision: 16006

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- 3.5.1. Only collect information which is required for its primary purpose and operating function;
- 3.5.2. Ensure that individuals are informed as to why the Church is collecting information and how the Church administers the information gathered;
- 3.5.3. Use and disclose personal information only for its primary functions or a directly related purpose, or for another purpose with the individual's consent;
- 3.5.4. Store personal information securely, protecting it from unauthorised access; and
- 3.5.5. Provide individuals with access to their own information, and the right to seek its correction.

REFERENCES

Legislative and other external references

- Privacy Act 1988 (Cth)
- Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth) (includes Australian Privacy Principles in Schedule 1).
- Health Records Act 2001 (Vic) which includes the Victorian Health Privacy Principles.