



Dubbo Baptist Church

# PRIVACY POLICY

**ADOPTED BY THE ELDERS ON 24/09/21**

## INTRODUCTION

Your privacy is important to us. We are committed to protecting your privacy and to ensure that we uphold your trust. Our Privacy Policy is created in compliance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles. It covers how we collect, use, disclose, and store your information.

We will seek to deal carefully with any personal information we collect and retain in the manner set out in this policy.

## COLLECTION OF INFORMATION

We collect and retain information needed for the ministry and related activities of DBC. We may ask for general information about you such as your name, address, date of birth and other details so that we can contact you, provide services to you or for the purpose of your participation in church activities. The information collected may include some sensitive information such as health information, your religious beliefs and so forth. Where practicable, the reason for collecting personal information will be made clear at the time of collection.

You are not required to give us any personal information. Please note however, if you do not provide us with certain information, we may not be able to provide you with access to some of our services or allow you to participate in some of our activities.

## USE AND DISCLOSURE OF INFORMATION

We use information only for the purposes we have disclosed at the time of collection, or otherwise as set out in this Privacy Policy. We will not use or disclose your personal information for any other purpose without first seeking your consent, unless authorised or required by law. We will not mention any sensitive information provided to us, such as health information, in correspondence, newsletters or bulletins without your approval (or the person responsible for you). Generally, we will only use and disclose your personal information as follows:

- to maintain a record of your involvement and attendance.
- to facilitate your participation in the activities of the Church.
- to care for you pastorally.
- to answer your questions.
- to keep you informed; and
- to publish a hardcopy church directory after obtaining your consent.

Your information is maintained on a digital database (Church Community Builder [CCB]). If you have a personal login to the CCB database, you will have the ability to control your communication settings. CCB allows graded privacy levels:

- Level 1 – DBC registered users: name, address, e-mail, phone numbers and photo.
- Level 2 – DBC Ministry Leaders and roster administrators.
- Level 3 – DBC staff: complete access to all information you provided about yourself or your family members.

## **INFORMATION SECURITY**

We take reasonable steps to ensure the security of personal and sensitive information we hold and to protect it against loss, misuse or unauthorised access, destruction, modification or disclosure.

Our IT systems are password protected and comply with applicable security standards. Only authorised personnel are permitted to access these details.

## **ACCESS, CORRECTION & DELETION**

You can access your information by asking us. Occasionally, we may need to refuse your request to access information, for example, where granting you access would infringe someone else's privacy.

When you request access, we will ask you to provide some form of identification so that we can ensure that you are the person to whom the information relates.

We take all reasonable steps to ensure that the personal information we hold and collect is relevant, accurate, complete and up to date.

If your personal information is held on Church Community Builder and you have a login, you have the right to access and maintain the information held about you at any time.

If you wish to have your personal information deleted, please let us know and we will delete that information unless we need to retain it for church purposes or to comply with the law.

If you want to access your personal information you can contact us by email at: [dubbobap@bigpond.net.au](mailto:dubbobap@bigpond.net.au).

## **HOW TO OPT OUT OF YOUR INFORMATION BEING STORED OR RECEIVING COMMUNICATION & TO UPDATE YOUR INFORMATION**

You have the right to opt out of individually addressed promotional mailings/emails. If you do not wish to receive further communication from DBC you can:

- **Phone us on** (02) 6884 2320 (Monday to Friday – 10am to 3pm)
- **Write to us at:** Church Secretary, Dubbo Baptist Church, P.O. Box 1795, Dubbo NSW 2830

- **Email us at** [dubbobap@bigpond.net.au](mailto:dubbobap@bigpond.net.au) (You will need to give sufficient information for us to identify you, for example, your name and address).

## **QUESTIONS OR COMPLAINTS**

If you have any questions or concerns about our Privacy Policy or if you would like to make a complaint about a possible breach, please contact us using the contact details below.

In order to effectively address your complaint, we may request further information from you. If you are not satisfied with our response, you may refer your complaint to the [Australian Information Commissioner \(OAIC\) on http://www.oaic.gov.au/](http://www.oaic.gov.au/).

We may update our Privacy Policy from time to time. When we change the policy in a significant way, we will mention it in our weekly bulletin and post a notice on our website and noticeboard along with the updated Privacy Policy.

The Church Secretary  
Dubbo Baptist Church  
P.O. Box 1795  
Dubbo NSW 2830  
[dubbobap@bigpond.net.au](mailto:dubbobap@bigpond.net.au)