

Our Commitment to Privacy

Winepress Berwick AOG Church Inc is not required by law to comply with the Privacy Act 1988 and the Privacy Amendment (Private sector) Act 2000 but because of our commitment to privacy, we have voluntarily chosen to follow the National Privacy Principles (NPPs), as contained in the Act, as the guiding principles for our Church.

As at October 2015 our Policy is as follows, but may be amended from time to time as appropriate.

The types of information we collect

We collect personal information from members of our congregation and visitors to our church for a variety of pastoral reasons. Usually we collect information in order to be able to provide pastoral care and follow-up, as well as being able to notify members and visitors of upcoming events. We make every effort to ensure that personal and sensitive information collected is with the individuals consent.

How we collect your information

We collect information on pastoral care slips, visitor's slips, partnership applications and other departmental paperwork.

How we use your information

We provide personal information to our leaders as related to the area of ministry in which they are involved. It is reasonable to expect that pastoral care cannot be thoroughly done without the use of lay leaders, and therefore, the information collected will be disclosed to them for the purposes of pastoral contact.

When there is a reasonable need to provide contact details of church members to other church members who are involved in a team ministry, pastors or staff may disclose those details.

We do not sell, rent or disclose personal information to any persons outside of our church Congregation.

Making sure we have your information correct

The use of forms such as weekly pastoral care slips allows congregation members the opportunity to update their information on a regular basis.

Our database is updated with new details obtained via these forms.

Accessing and correcting your personal information

An individual has the right to make a written request to allow them to access the personal information that the Church holds about them.

When a written request is received by the Privacy Officer, they record details of the request in a privacy register and determine if an exception applies. An exception may apply if:

it is unlawful to provide the information; or

the request poses a serious and imminent threat to the life or health of any individual;

or

the request has an unreasonable impact on the privacy of other individuals; or

the request is frivolous or vexatious

If the privacy officer determines that an exception applies, they are required to notify the person making the request and give their reasons for the exception.

If an exception does not apply, the request is acknowledged by the Privacy Officer and a time is arranged to view the information within the next 14 days.

Complaints about a breach of your privacy

Winepress Berwick AOG Church Inc has a designated Privacy Officer who is responsible for storing, correcting and giving people access to personal information collected about them. The Privacy Officer is also responsible

for making decisions that could affect the privacy of individual church members and adherents.

Individuals who wish to discuss any known or suspected privacy breaches or to discuss any privacy-related issues should be directed to the Executive Pastor who functions as the Privacy Officer.

If you have any further questions about our privacy policies please call Admin Department or send an email to info@winepress.org.au

Disclosing your personal information overseas

We will not transfer any personal information held by us to any individual, body or agency outside Australia.

Securing your information

We take reasonable steps to ensure the security of personal and sensitive information.

Our church database is password protected and only authorised personnel are permitted to access these details.

We de-identify personal information where reasonable and possible; and We destroy personal information once there is no longer a need for us to retain it.

Anonymity

While we recognise the importance of pastoral care in church life, those who attend this church and do not wish to provide any personal information are free to do so.

It should be recognised that anonymity will restrict the ability of the church to contact and provide any care for the person.

Identifiers

The church will never adopt, use or disclose an identifier that has been issued by a Commonwealth government agency (e.g. Tax file number, Medicare number).

Sensitive Information

We do not collect sensitive information from individuals unless they have consented, it is required by law, it relates to the individual's provision of health services or is relevant to public health or safety.

Privacy when using our website

Cookies

When visiting our website we may capture cookies to compile statistical information about the use of our website or use them to produce a better experience for the user. It will not be used for any other purpose. If you do not want 'cookies' to be used please adjust your browser settings to disable them.

External Websites

Our privacy policy does not apply to external links or other websites. Please read the privacy policies of any website you link to from our website.

Subscribed Communications

Individuals who subscribe to communications from Winepress Church and no longer wish to receive them, may unsubscribe by clicking the unsubscribe link found at the bottom of our communication. This will remove the person's details from our mailing list.