

## **St Mark's Anglican Church, Berowra**

### **Privacy Policy**

(Approved by Parish Council – October, 2018)



St Mark's Anglican Church ('St Mark's') is exempt from the requirements of the *Privacy Act* as a "small business". Notwithstanding that, we are committed to protecting your privacy in all your dealings with us, and your right to control the accuracy of your personal information. Accordingly 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 only collect and retain information needed for the ministry and related activities of St Mark's.

We may ask for general information about you such as your name, address and other details so that we can contact you, provide ministry 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. However if you do not provide us with certain information we may not be able to provide you with access to some of our ministry 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 newsletters or bulletins without your approval (or the person responsible for you).

Generally we will only use and disclose your personal information as follows:

1. to maintain a record of your involvement and attendance,
2. to facilitate your participation in the activities of St Mark's,
3. to care for you pastorally,
4. to answer your questions,
5. to keep you informed of news about St Mark's and new developments we believe may be of interest to you, and
6. to publish a directory of St Mark's members for the use of St Mark's members only.

## **Information Quality**

We will endeavour to keep your personal information relevant, not excessive, complete, accurate and up to date.

Accuracy depends, to a large extent, on the information provided to St Mark's by you. For that reason we ask you to keep us informed of changes in personal information or to advise us of any errors of information St Mark's has recorded. You should also be aware that under some government legislation there is a legal obligation on you to keep your information up to date.

## **Information Security**

We will take reasonable steps to keep the personal information which we hold secure and to protect it from unauthorised disclosure and misuse. Personal information is held in the St Mark's Office, and may also be held by relevant clergy and laity as needed for them to properly carry out their ministry roles.

## **Access and Correction**

We will generally provide you with access to your personal information and take reasonable steps to correct information which is inaccurate, incomplete or out of date. To request access to the personal information that we hold about you please contact the Senior Minister in writing. If you wish to have your personal information deleted please advise the Senior Minister in writing, and we will delete that information unless we need to retain it for our purposes or to comply with the law.

## **Questions or complaints**

Any questions about this Privacy Policy or complaints about our handling of personal information should be directed in writing to:

The Wardens, c/- St Mark's Anglican Church, PO Box 472, Berowra, NSW, 2081.

Please do not contact us via email to make a specific complaint as email generally is relatively insecure.