

Wallan Gateway Church Privacy Policy

We value and respect your privacy at Wallan Gateway Church. Therefore, we understand the importance of maintaining confidentiality. We adhere to the current state privacy legislation and laws and have a firm commitment to protecting your privacy at all times.

Our Privacy Policy outlines our information handling practices, covering issues such as:

- Collection of your personal information
- Use and disclosure of your personal information
- Direct marketing
- Our duty of confidentiality
- Your consent
- Quality of your personal information
- Access to your personal information
- Security of your personal information
- How to contact us

COLLECTION OF YOUR PERSONAL INFORMATION

Generally, we collect personal information directly from you, for example, when you fill out a form for updating your details for our general directory, like this one. Or, as you make application or register for a training event or seminar, deal with us in person, over the telephone or via our website. The nature of personal information collected and maintained by us generally comprises information such as your name, address, date of birth, contact details (including telephone, fax and email) and possible vehicle information if you are involved in providing transport.

USE AND DISCLOSURE OF YOUR PERSONAL INFORMATION

Your personal information is collected for the purposes of establishing and maintaining our data records and to assist in meeting your needs as a member or attender of our church, or as a participant in one of our outreach ministries. We may use your personal information to facilitate these purposes and for related purposes such as:

- Internal administration
- Affiliation with parent bodies, such as the Conference of Churches of Christ (Vic-Tas); and
- To assist us to identify and inform you of activities and ministries conducted by the church.

We will use all reasonable endeavours to prevent the disclosure of your personal information except to the extent:

- Indicated at the time you supply information to us
- Expressly permitted under any agreement with you
- Required for performance by us of our activities for you, or on your behalf
- Required under compulsion of law or provided in cooperation with any government authority; or
- Where it is already publicly available or it is disclosed by us in a manner that does not readily permit identification of information relating to you.

We undertake not to sell, rent or trade your personal information to any individual or entity outside the church, apart from the Conferences of Churches of Christ (Vic-Tas).

QUALITY OF YOUR PERSONAL INFORMATION

We will use reasonable endeavours to ensure that the information held is accurate and update our records at the earliest opportunity following notification of any errors or changes.

ACCESS TO YOUR PERSONAL INFORMATION

On request, you may access your own personal information collected and held by the church's administration. Further, if you believe that your personal information is not accurate or complete, you may request that we make the necessary corrections, additions or deletions. In order to do so, we ask that you put your request in writing. We will endeavour to respond to your request within seven days.

SECURITY OF YOUR PERSONAL INFORMATION

The personal information of members, friends and Wallan Gateway Church program participants will be held in a secure manner with access limited to the elders, staff and program officer bearers of Wallan Gateway Church and its various ministries. Obviously, our capacity to do this cannot extend to the church information directory as this is necessarily placed in a limited public domain. Members and friends **are not permitted** to sell, lend, copy or make available in any way, by whatever means, their copy of the Wallan Gateway Church information directory - to anyone. Nor are they permitted to use entrusted directory information, or the private information of anyone else who is part of, or served by, the Wallan Gateway Church community, by whatever means acquired, for business purposes, financial or other personal gain. **THERE ARE NO EXCEPTIONS TO THIS POLICY.** Persons' private information is absolutely sacrosanct.

If you lose your directory you will need to obtain a new one from the administration office at a cost of \$5.00. Members cannot give you a copy of their directory under any circumstances.

HOW TO CONTACT US.

Should you wish to comment on any aspect of this statement, or would like more information on our approach to privacy, please do not hesitate to contact us as follows:

Email us at: pastor@wallangateway.org.au
Write to us at: Wallan Gateway Church
P.O. Box 426
Wallan, VIC 3758