



Privacy Policy

Axis Wesleyan Methodist Church

Our church sees the privacy and security of our congregation's personal information as important. Also, the government legislation and the Australian Privacy Principles (APPs) from 12 March 2014, inform our actions. In this policy, "personal information" is any information that can be used to personally identify you.

We collect information about members of the church and from others who have regular contact with our church in connection with our activities.

The following sections describe what we collect, how it is collected, how the information is used and how you can access and correct the information about you.

The kinds of information we collect and hold

We may collect the following personal information

- Name
- Home address
- Email address
- Telephone and mobile number
- Birthdate
- Occupation
- Family information
- Areas in which you serve or are willing to serve in the church

How we collect and hold information

Where practical, we collect your personal information

- From the weekly connection card
- Through church ministries and activities
- Through Pastoral Care
- From Government Agencies that enable the church to fulfil its goals and responsibilities e.g. a person's status in relation to the State's Working With Children monitoring program (Blue Card)

The purposes for which the church collects, holds, uses and discloses personal information

As we focus on the mission of the church, the purpose is

- To support your participation
- To communicate with you and keep your details up to date
- To record your participation in a ministry as a leader or helper

Your information is kept securely as

- Electronic files
- Paper files

Your personal information may be used and disclosed to

- Employees, ministry leaders and volunteers in the church who need to know the information to support your involvement and safety in church activities
- The District Board of Administration may need to contact you regarding District participation or other specific matters
- Authorities that require the maintenance of records such as Employment Records, Leader and Volunteer Records, Working With Children Records

How you may access and correct your personal information

As the accuracy and reliability of the information we hold is beneficial to support you and your participation in our church, you may

- Request access to any personal information by contacting the church administrator or Pastor
- Request a change or update to your personal information
- Request an amendment or an inclusion stating that you disagree with recorded information
- Be charged an administrative fee for the collation and reproduction of records

How you may complain about a breach of the Privacy Principles

If you believe that a Privacy Principle has been breached in relation to your personal information, you may

- Contact the *Church Administrator or Pastor* with the details of the breach who will confirm with you what action will be taken. If an investigation is conducted, we will propose an outcome and invite your response to our conclusions. We will consider your response and if you are still unsatisfied with our response, we will advise about further options including, if appropriate, a requested review by the Privacy Commissioner.

Disclosure of information to overseas recipients

We do not disclose personal information to overseas recipients outside of our denomination.

Volunteers

The privacy and dignity of individuals will be respected at all times and volunteers at Axis Church are required to understand and agree to:

- Be responsible and not misuse or be careless with confidential information
- Protect the privacy of anyone under his or her care
- Not to share confidential information with any third party without prior consent from the individual under your care

DECLARATION

I, _____ declare I have read and understand my commitment to the Axis Wesleyan Methodist Church's Privacy Policy and agree to adhere to the privacy and protection of confidential information in my voluntary capacity at Axis Church.

Signature: _____

Date: _____

(By typing your name you agree that this electronic signature is the legal equivalent of your manual signature)