

# Lighthouse Christian Fellowship Port Sorell

## Privacy Policy

This Privacy Policy sets out how Lighthouse Christian Fellowship Port Sorell (LCF) manages personal information. LCF is bound by the Australian Privacy Principles in the Privacy Act 1988 (Cth). LCF may update or amend this policy from time to time to cover any changes in law, practice or policy.

### Definitions

1. Personal Information means information or an opinion about an identified individual, or an individual who is reasonably identifiable:
2. whether the information or opinion is true or not; and
3. whether the information or opinion is recorded in a material form or not.

Sensitive Information means:

information or an opinion about an individual's:

1. racial or ethnic origin; or
2. political opinions; or
3. membership of a political association; or
4. religious beliefs or affiliations; or
5. philosophical beliefs; or
6. membership of a professional or trade association; or
7. membership of a trade union; or
8. sexual orientation or practices; or
8. criminal record;

that is also personal information; or

1. health information about an individual; or
2. genetic information about an individual that is not otherwise health information; or
3. biometric information that is to be used for the purpose of automated biometric verification or biometric identification; or
4. biometric templates.

### Information that we collect from you and hold about you

We collect and hold personal information such as:

- Name
- Title
- Address

- Phone number
- Email
- Date of Birth
- Marital Status
- Position held at church

Also, we collect personal information about your interactions with us for example, when you attend our events and when you phone us and this information is held in our database, registrations form files and attendance lists.

### **Purpose of collection, holding, use and disclosure of personal information**

The purpose of collection, holding, use and disclosure of the personal information is to fulfil the ministry and administrative functions of LCF. This may include things such as:

- to contact you;
- to comply with legal obligations;
- to help process your insurance claim;
- to produce the annual Christian Community Churches of Australia (CCCAust) Handbook (which details name, address and contact details of churches, pastors, and church ministry leaders) for circulation to other CCCAust Churches and CCCAust affiliated organisations;
- to sign you up to our newsletters and invite you to our events that may be of interest and relevance to your role; or
- to help us work with you as a volunteer.
- Rostering

### **Who may we disclose your information to?**

We may disclose your personal information to the following groups:

- other CCCAust Churches and CCCAust affiliated organisations for the purposes of the annual CCCAust handbook;
- insurance companies and insurance related entities e.g. claims providers, insurers etc;
- anyone you authorise us; or
- anyone to whom we are required to by law.

### **Sensitive information**

We will only use or disclose sensitive information for the purpose for which we collected it or for a directly related secondary purpose, unless you give your consent to another use, or we are required or permitted by law to use or disclose the sensitive information.

### **How to access your individual information**

Your individual information can be accessed by contacting the Privacy Officer at the church.

## **Complaints about a breach of the Australian Privacy Principles**

Any complaints in relation to the breach of the Australia Privacy Principles can be made to the Privacy Officer at the church.

We will keep you updated on the progress of correcting the breach. LCF will investigate the complaint and will notify the individual of its decision and any action taken as soon as possible.

## **How we keep your information secure**

Information is kept in our database or filed as forms. These are kept in secure premises. All file and papers containing private information are disposed of securely.

## **Overseas Recipients**

LCF may disclose personal information to an overseas recipient, for example, to facilitate cross cultural mission. LCF will not send personal information overseas without:

- obtaining the consent of the individual (which may be implied);
- otherwise complying with the Australian Privacy Principles.

LCF may also store personal information in the 'cloud' which may mean the information is stored on servers overseas.