

# Privacy Policy

The Uniting Church in Australia:- \_\_\_\_\_ Congregation

Known as \_\_\_\_\_ Uniting Church

This policy has been adopted by \_\_\_\_\_ Uniting Church in order to comply with the requirements of the Privacy Amendment (Private Sector) Act No 155 of 2000. The policy should be read together with the National Privacy Principles (NPPs) set out in the Privacy Act. A copy of the NPPs is attached.

1. In this policy, a reference to

- “Church” means The Uniting Church in Australia;
- “Organisation” means \_\_\_\_\_ Uniting Church including

\* \_\_\_\_\_ Uniting Church ABN \_\_\_\_\_

\* Other activities ie Op Shop ABN \_\_\_\_\_

2. The Organisation will comply with the NPPs. If there is any inconsistency between this policy and the NPPs, then the NPPs prevail.

3. Subject to paragraph 4, the Organisation will only use personal information for the primary purpose for which it is collected. In most cases, the purpose will relate to the spiritual, pastoral, social, educational and administrative functions of the Organisation.

4. Those functions include maintaining personal information for the purpose of analysing the role of the Church in society and recording the family histories of its members. The information may be disclosed to scholars studying the Church and to relatives of Church members.

5. The Organisation will only use personal information about an individual for a secondary purpose (i.e. something beyond the scope of the primary purpose) if that individual has consented or the use is otherwise permitted by the NPPs.

6. The Organisation will take reasonable steps to keep personal information secure and will, subject to the NPPs, comply with any request from a person to correct or remove his or her



information. The Organisation will appoint a Privacy Officer who will be responsible for storing, correcting and giving people access to personal information collected about them. The Organisation may charge fees for access to personal information.

7. Personal information collected by the Organisation may be sensitive information for the purpose of the NPPs (e.g. information about a person's religious beliefs). As a non-profit organisation, the Organisation is permitted to collect sensitive information without a person's express consent. However, the Organisation will endeavour to seek consent from a person if sensitive information is sought for something other than the primary functions of the Organisation described in paragraph 3.
8. The operating procedures (whether or not they are formalised in a manual) of the Organisation will comply with this policy and the NPPs.
9. The Organisation will appoint a Privacy Officer who will be empowered to receive and deal with any complaint that the Organisation has not complied with this policy or the NPP's.

If you have any questions about this Policy, please contact the Organisation's Privacy Officer by:

Telephone: 08 8982 3400

Email: [Roslyn.henry@ns.uca.org.au](mailto:Roslyn.henry@ns.uca.org.au)

Approved at the Annual Synod Meeting held on June 2016

