

## **PRIVACY POLICY**

### Purpose

The purpose of this policy is to:

1. Ensure that private information is consciously managed and appropriately maintained, and in accordance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles; and
2. Guard against any possible abuse of private or sensitive information.
3. Information may only be released under disclosure of law.

### Authorisation

Pastor Melanie Marshall  
Senior Minister  
C3 Church Watson

**Last reviewed**                      **August 2020**

**Next review due**                      **August 2023**

## Legislative Basis

The *Privacy Act 1988* (Commonwealth) aims to uphold the privacy of individuals and promote responsible and transparent handling of personal information.

The *Australian Privacy Principles* were established in 2014. C3 Watson adheres to these principles as outlined in this policy.

## Responsibilities

This church is committed to protecting the privacy of personal and health information. This Privacy Policy embodies this commitment by ensuring that the Australian Privacy Principles are upheld. It documents procedures that are in place to ensure there is no or low risk of breach to the privacy of an individual's information, and it should be read in conjunction with the church's Privacy Guidelines.

## Policy

C3 Watson collects and administers a range of personal information for the purpose of ensuring effective pastoral care of its members. The church is committed to protecting the privacy of the information it collects, holds and administers. Information may only be released under disclosure of law.

C3 Watson recognises the essential right of individuals to have their information administered in ways which they would reasonably expect - protected on one hand, and made accessible to them on the other. These privacy values are reflected in our core values.

The church is bound by laws related to the *Privacy Act 1988* (Commonwealth) which impose specific obligations in relation to the handling of information. The church has adopted the following principles as minimum standards in relation to handling personal information.

C3 Watson will:

- Only collect information which the church requires for its primary function;
- Ensure that members are informed as to why the information is collected and how it is administered;
- Use and disclose personal information only to ensure effective pastoral care of its members;
- Store personal information securely, protecting it from unauthorised access; and
- Provide members with access to their own information, and the right to seek its correction.