

**C3 CHURCH MONASH
PRIVACY POLICY****Adopted by the Executive Committee on:** 3rd May 2017**Classification:** Public**Version:** 1.2**Completed by:** Ben Aiken**Responsible Person:** Business Manager & Pastoral Administrator **Policy #:** GC02**Last Reviewed and Updated:** 31st July 2019**SCOPE**

This policy covers all C3 Church Monash (C3 Monash) staff and volunteers and all ministries (Inc. all, programs, and activities).

PRIVACY POLICY

The C3 Monash Privacy Policy prescribes how we as an organisation can collect, store, use and distribute the personal information of members/attendees of the church, and members of the general public, in accordance with government legislation (Australian Privacy Principles 2014). Specifically:

- 1 Collection
 - 1.1 Staff/authorised volunteers must not collect personal information from members/attendees unless it is necessary for ministry purposes.
 - 1.2 Information may only be collected with the individual's consent.
 - 1.3 Individuals must be informed that information collected is for pastoral care or ministry purposes and is protected by this Privacy Policy, which can be obtained from the office or online at www.c3monash.org.au.
 - 1.4 Information that we may collect includes:
 - (a) name and address
 - (b) family member details
 - (c) details of donations where receipts for taxation purposes are required
 - (d) e-mail address for communication purposes
 - (e) communications you have with us (e.g. letters, prayer requests).
- 2 Use
 - 2.1 Staff/authorised volunteers must not use personal information for a purpose other than the one for which it was collected.
- 3 Data quality
 - 3.1 The database (Elvanto) is updated weekly by authorised personnel only.

- 4 Data security
 - 4.1 Staff/authorised volunteers must take appropriate steps to protect personal information from unauthorised access and use.
 - 4.2 Computer passwords that allow access to personal information must not be shared with non-staff people, except authorised volunteers.
 - 4.3 Various personal information records (staff applications, tithing & offering records, building pledges, staff and personnel files, pastoral care notes, personal correspondence) must be secured.
- 5 Openness
 - 5.1 Any member or attendee may obtain this privacy policy
- 6 Access and Correction
 - 6.1 A member or attendee upon request can obtain access to their own information.
 - 6.2 When advised that information is out of date, personal information is to be updated as soon as possible by authorised personnel.
- 7 Identifiers
 - 7.1 Numbers are not given to members, attendees, or staff for use of identification.
- 8 Anonymity
 - 8.1 Members, attendees, and staff have the option to remain anonymous when entering transactions with C3 Church Monash as long as it is lawful and not detrimental to the Church.
- 9 Transfer
 - 9.1 Staff/authorised volunteers must not transfer personal information to any other organisation. Information may only be transferred to a non-staff member when that person's use of the information is in keeping with the primary collection purpose.
- 10 Disposal
 - 10.1 Personal records (Elvanto), once outdated, need to be shredded or disposed of in a secure manner. This is initiated by authorised staff or the Business Manager & Pastoral Administrator. Information accessed while acting as Staff/authorised volunteer remains confidential even after involvement with C3 Monash has ceased.

C3 Monash Executive Committee

Andrew Kingston



Date: 3rd May, 2017

Deanna Barilaro



Date: 3rd May, 2017