

# Privacy Policy

Cornerstone Church of Christ Inc ABN: 47683202949 (hereafter known as 'the Church') has adopted this Privacy Policy as we recognise the right of people to keep their personal information private. This Privacy Policy covers the Church's treatment of personally identifiable information that we collect or hold, and complies with the Australian Privacy Principles (APPs) required by the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

## The Information We Collect

The Church will collect general information about you, such as name, address, and contact and family details to allow the Church to contact you and/or your family. The Church may also collect this and other types of personal information during the course of dealing with you. For example, when applying for membership of the Church, registering for various services provided by the Church, registration for events, courses or conferences, the information completed on the appropriate forms may be collected where it complies with the APPs. This information may include some sensitive information (as defined by the Privacy Act) such as health information or information about your beliefs, relevant to the services or assistance you have requested from the Church.

Where practicable, the purpose for which we collect personal information will be made clear at the time of collection, but primarily the Church collects this information for the primary purpose of providing access to and enabling the provision of the spiritual, pastoral, social, educational and administrative functions, services and activities of the Church. If you do not provide us with certain information we may be unable to provide you with access to some of the services or the assistance you have requested.

The Church does not currently collect any personal information regarding users who access the Church website, and all users can visit the website without revealing who they are or providing personal information.

## How We Use Your Information

The Church will use the personal information we collect for the purpose disclosed at the time of collection, or otherwise as set out in this Privacy Policy. We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law, nor will your information be sold to other entities.

Primarily, the Church will only use and disclose your personal information as follows:

- a) To establish and maintain your involvement with the Church.
- b) To answer your inquiry.
- c) To register you for events, conferences, promotions, courses and services.
- d) To assist us to make the Church's sites, services and products more valuable to our community.
- e) For direct promotion of products and services, and to keep you informed of new developments we believe may be of interest to you. If we contact you in this way without obtaining your prior consent, we will provide you with a clear opportunity to decline any further promotional communications.

- f) To third parties where we have retained those third parties to assist us to operate the Church and provide the products or services you have requested. In some circumstances we may need to disclose sensitive information about you to third parties as part of the services you have requested.
- g) To allow the creation and publishing of the Church Directory, however only information approved by individuals/families will be published in this document.
- h) To adhere to government safety regulations, as required, in the case of a pandemic. This information will only be shared with appropriate authorities upon request.

As a non-profit organisation, Cornerstone Church of Christ is permitted to collect sensitive information without a person's express consent. However, Cornerstone Church of Christ will endeavour to seek consent from a person if sensitive information is sought for something other than the primary functions of Cornerstone Church of Christ described above.

### **Access to Your Information**

You can request access to the personal information that the Church holds about you by contacting the Church's Privacy Officer as set out below. The Church will provide you with access to your personal information unless we are legally authorised to refuse your request, or as otherwise identified within the APPs.

If you wish to change personal information that is out of date or inaccurate at any time, please contact us. After notice from you, we will take reasonable steps to correct any of your information which is inaccurate, incomplete or out of date. If you wish to have your personal information deleted from our records, please provide your request in writing to the Privacy Officer at the contact details listed below and we will delete that information wherever practicable.

### **Security of Information**

The Church will take reasonable steps to keep secure any personal information which we hold, and to keep this information accurate and up to date. Personal information will be stored in a secure server or within secured files. Only authorised persons will have access to personal information stored in the Church's records.

### **Changes to the Privacy Policy**

The Church may amend this Privacy Policy at any time by having the amended version available at the Church office or on our website at [www.cornerstonechurchsw.com.au](http://www.cornerstonechurchsw.com.au). We suggest that you visit our website regularly to keep up to date with any changes.

### **Contact**

If you would like any further information, or have any queries, problems or complaints relating to the Church's Privacy Policy or our information handling practices, please contact our Privacy Officer by writing to:

The Privacy Officer, Cornerstone Church of Christ, PO Box 5127, West Busselton, WA, 6280