

St George's Anglican Church, Malvern

Privacy Policy

In the **Parish of St George's Anglican Church, Malvern** ('The Parish'), we have adopted a Privacy Policy recognizing the right of people to keep their personal information private and for the protection of minors. This policy covers our treatment of personally identifiable information that we may collect or hold. Like many other organizations, we must comply with the Australian Privacy Principles contained in the Commonwealth Privacy Amendments Act 2012 when dealing with personal information.

1. The information we collect

The Parish may collect general information about you, such as your name, address, telephone and email contact details so that we can keep in contact with you. We may also collect this and other types of personal information during the course of dealing with you, for example when you wish to obtain services or goods from us, when you register for any of our events, and when you participate in The Parish activities or complete other forms. The information collected 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 us. In the interests of security and safety, and the comfort of our Parish community, The Parish may also operate video cameras within and around some Parish premises.

Where practicable, the purpose for which we collect personal information will be made clear at the time of collection. If you do not provide us with certain information we may be unable to provide you with access to some of our services or the assistance you have requested.

Users can generally visit our website or other social media pages without revealing who they are or other personal information unless they request assistance by email or register their details with us. We do not collect any personal information about visitors to the website or other social media sites except when they knowingly provide it.

2. How we use your information

The Parish 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 authorized or required by law. Generally we will only use and disclose your personal information as follows:

- (a) to establish and maintain your involvement with The Parish, including providing you with newsletters and other information about The Parish and its activities;
- (b) to provide the services, activities or products you have requested from us;

- (c) to answer your inquiry;
- (d) to register you for events or activities;
- (e) to assist us to make the Parish site, services, activities and products more valuable to our community;
- (f) for direct promotion of services, activities or products 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 the opportunity to decline any further promotional communications;
- (g) to third parties where we have retained them to assist us to operate the Parish and provide the activities or services you have requested, such as the Diocesan Registry, religious education instructors, catering and event coordinators, transport providers, health care providers, and our professional advisers such as consultants, lawyers and accountants. In some circumstances we may need to disclose sensitive information about you to third parties as part of the services you have requested; and
- (h) to different parts of the Parish to enable the development and promotion of other activities and services and to improve our general ability to assist Parish attendees and the wider community.

3. Access to your information

You can request access to the personal information that the Parish holds about you by contacting the Parish's Vicar as set out below. We will provide you with access to your personal information unless we are legally authorized to refuse your request.

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 that is inaccurate, incomplete or out of date. If you wish to have your personal information deleted please let us know and we will delete that information wherever practicable.

4. Security

The Parish will take reasonable steps to keep secure any personal information we hold and endeavor to keep this information accurate and up to date.

The Internet is not a secure method of transmitting information. Accordingly, the Parish cannot accept responsibility for the security of information you send to or receive from us over the internet or for any unauthorized access or use of that information.

However, we will not identify in a publication (written or electronic) any minor, whose photograph may appear from time to time on our websites or social media, by their surname, address or other indicia likely to enable their address to be identified, nor will we knowingly permit a photo of any minor to be sent or transmitted to any person (other than for authorized

Parish publicity purposes) without the prior written consent of that minor's parent or guardian.

We have processes to protect the personal information that we have under our control from unauthorised access, improper use or alteration.

5. Changes to this Privacy Policy

The Parish Council of The Parish may amend this Privacy Policy from time to time and the amended version will be made available on request and on our website at www.stgeorgesmalvern.org

Please visit our website regularly to keep up to date with any changes.

6. Retention of Personal Information

We will remove personal information from our records when it is no longer required (except where archiving is required).

7. Contacting us

If you would like any further information, or have any queries, problems or complaints relating to the Parish's Privacy Policy or our information-handling practices in general, please contact the Vicar by email: vicar@stgeorgesmalvern.org or letter to:

The Vicar
St George's Anglican Church
296 Glenferrie Road
Malvern VIC 3144

Issue I 14/3 /2017

Stgeorges/OH&Smatters