

Privacy Policy

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Privacy Policy

1. DESCRIPTION

A policy to protect privacy.

2. PURPOSE

This policy is to regulate the collection, use and disclosure of personal information in accordance with all legislative obligations.

3. DEFINITIONS

Administrator means the person who is given the responsibility and accountability for the care, safety and oversight of *Supervisors, Volunteers, Employees, Visitors* and the members of the Local Community.

BCF Means Brisbane Christian Fellowship Incorporated.

Employee means a person who receives payment in consideration for time spent and work completed for *SCCF*, with the intention to create an employment relationship with *SCCF*.

Procedure means a document which details methods required to complete tasks safely, efficiently, and satisfactorily.

SCCF means Sunshine Coast Christian Fellowship Incorporated.

Volunteers means a person who has offered themselves for voluntary service within one or more *Administrative Areas* of *SCCF* without any expectation of financial payment for that service.

4. COMMITMENT TO PRIVACY

Sunshine Coast Christian Fellowship Inc. (SCCF) was established as a local church during the 1980s, and now meets in Forest Glen on the Sunshine Coast. SCCF is a vibrant fellowship of individuals and families, who live, work and relate in the local community and gather together every Sunday for a communion service.

SCCF is an association incorporated under the Associations Incorporation Act 1981 (Qld) located at 70 Sandalwood Lane, Queensland, Australia.

The objects of SCCF are as follows:

- (a) The encouragement, propagation and development of the religious beliefs of the association and in particular the object of the association shall be the propagation of the Gospel as commanded:

"Go ye therefore and teach all nations, baptising them in the name of the Father, and of the Son, and of the Holy Ghost, teaching them to observe all things whatsoever I have

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commanded you: and lo, I am with you always, even unto the end of the world". Matthew 28:19-20.

(b) To educate people in a knowledge and understanding of the Bible and of biblical principles, as well as in communication, interpersonal skills and life skills, by systematic training and instruction so that they will be equipped for works of service, so that the body of Christ may be built up. Ephesians 4:12.

(c) The support, protection, and assistance of incorporated and unincorporated associations, companies or other entities, whose objects are altogether or in part similar to those of the association; in particular, the association may provide administrative, legal or financial advice or support to affiliated entities throughout the world.

SCCF respects the privacy of individuals when collecting and handling personal information and is committed to adopting the highest standards to safeguard the personal information of individuals. SCCF is bound by and complies with the National Privacy Principles, contained within the Privacy Act 1988 (Commonwealth) (the Act).

The collection, use and disclosure of personal information by SCCF is regulated as follows.

5. PERSONAL INFORMATION

Personal information is information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can be reasonably ascertained, from that information or opinion.

6. SENSITIVE INFORMATION

Sensitive information is a subset of 'personal information' that is information specifically about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association or trade union, sexual preferences or practices or criminal record.

SCCF is committed to protecting sensitive personal information, which may be collected to carry out its functions or activities.

7. COLLECTION OF PERSONAL INFORMATION

SCCF only collects personal information necessary to carry out its functions or activities. The following are an example of the functions and activities carried out by SCCF:

- employment of staff including Ministers of Religion
- receiving prayer requests for various needs and actioning the same in public meetings
- organising events held at the church such as weddings or working bees
- running training programmes such as bible studies

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- facilitating various age-specific programmes such as Seniors, Young Adults, Teenagers and Sonseekers
- rostering volunteer service teams (for example to clean the church or use of musical instruments during the worship service)
- communicating to SCCF members to provide information on upcoming events.

SCCF collects personal information directly from the congregation when it is provided to the church office or via the Lampstand website (www.lampstand.bcf.org.au). This website is administered by Brisbane Christian Fellowship Inc. (BCF), an affiliated association. BCF's commitment to the management of personal information is identical to that of SCCF.

8. USE AND DISCLOSURE OF PERSONAL AND SENSITIVE INFORMATION

SCCF uses or discloses personal information it collects in accordance with its functions and activities and in compliance with the Act.

SCCF will not disclose personal information about an individual for a purpose other than the primary purpose of collection. SCCF will only disclose personal information if that purpose is directly related to the reason it was first collected.

9. CORRESPONDENCE

SCCF may use the details supplied by an individual in order to provide details of church-related matters or regarding upcoming events at SCCF. Where SCCF receives a request from an individual with respect to the individual's privacy options, including an unsubscribe request, SCCF will use all reasonable efforts to delete the relevant personal information from its records, however, SCCF cannot guarantee that the information will be deleted as there is a possibility that a residual copy of the information will be maintained on a back-up system.

10. QUALITY AND SECURITY OF YOUR PERSONAL INFORMATION

Personal information held by SCCF is protected from misuse, loss, unauthorised access, modification or disclosure by a range of security measures including computer network security systems, restricted access and building security systems, firewalls, expert computer monitoring and passwords for checking identity before disclosing information. Any information submitted via the Lampstand website uses standard technology to ensure all personal information is kept private. Information on the Lampstand website is protected by encryption and firewall technology. Only authorised employees and volunteers are permitted to access an individual's personal information. SCCF employees and volunteers must comply with the Privacy Policy of SCCF.

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Personal Information provided during church-organised events or programmes are collected by SCCF employees and volunteers and stored in the SCCF office with restricted access. SCCF will take reasonable steps to implement and maintain security precautions and endeavour to prevent unauthorised access to, disclosure or use of submitted information.

An individual's e-mail address and password enable SCCF to verify the individual's identity and to help SCCF to ensure that personal information of an individual is kept secure. Each individual issued login access to Lampstand is responsible for maintaining the secrecy of their login details.

Each individual using Lampstand should sign out or close the browser once they have completed their session within Lampstand to ensure others cannot access an individual's personal information.

11. ACCESS AND CORRECTION OF PERSONAL INFORMATION

If an individual wishes to update their personal information held by SCCF, changes can be made through the Lampstand website or directly through the SCCF office. Individuals can login and click on the 'My Details' link. This will provide access to an individual's personal information unless SCCF deems it necessary to refuse access to that information in conformity with the Act. If SCCF denies a request for access to personal information, then SCCF will, on request, provide reasons for that denial.

12. COOKIES

A cookie is a small text file created by a web server and stored on a computer, enabling a unique identification to be given to that computer. Cookies enable systems to track an individual's clicks as they browse and move between pages on a website. SCCF does not use cookies to retrieve or store personal information about an individual from their computer. Most Internet browsers are pre-set to accept cookies. If an individual prefers not to receive cookies, they can adjust their Internet browser to disable or to warn the individual when cookies are used.

13. SITE LOGS

Our service provider records your visit to our web site and logs information from your browser including your IP address, the date and time of your visit, the pages accessed, documents downloaded, and the type of browser used. This is a fraud prevention measure, and enables us to evaluate our website usage and improve our online service. This information is not linked back to individual users except in the unlikely event of an investigation, where a law enforcement agency may exercise a warrant to inspect the service provider's logs.

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14. LINKS TO OTHER SITES

The SCCF website may contain links to the websites of entities affiliated with SCCF, however, SCCF is not responsible for the privacy practices or content of such websites.

15. CHANGES TO PRIVACY POLICY

SCCF's information practices and Privacy Policy will be monitored and periodically updated in conformity with the Act. SCCF will notify you of any amendments to its Privacy Policy by posting an updated version on its lampstand site.

16. VERIFICATION & CHANGES LIST