

# Privacy Policy

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## **1. Overview**

At St John's Anglican Church, Asquith we believe that privacy is important and that people have the right for their personal information to be kept private. Whilst our Church is exempt from the requirements of the Privacy Act as a "small business", we seek to meet the expectations of our community in this area and have adopted clear guidelines and principles in this important area. This document summarises how these principles are applied to the information we collect, and how we hold, use and disclose that information.

## **2. Collection of information**

We collect and retain information when necessary for the purposes of the ministry and related activities of St John's Anglican Church, Asquith. No one is under any compulsion to give us any personal information, however if you do not provide us with certain information we may not be able to provide you with access to some of our services or allow you to participate in some of our activities.

The Church may collect general information about you such as your name, address and other details so that we can contact you. We may also collect personal information during the course of communications with you, for example if you wish to obtain services from St John's, when you register for events and when you participate in Church activities or complete other forms. The information collected may include sensitive information such as health information. When practicable, the purpose for which we collect personal information will be made clear at the time of collection. Providing certain information will ensure we are able to provide you with access to the relevant services or the assistance you have requested.

## **3. Use and disclosure of information**

We use information only for the purposes we have disclosed at the time of collection, or otherwise as set out in this privacy policy.

We will not sell, distribute, rent, licence, disclose, share or pass your personal information onto any third parties, other than those who are contracted to us to keep the information confidential.

We will not use or disclose your personal information for any other purpose without seeking your consent, unless authorised or required by law.

We will not mention any sensitive information provided to us, such as health or personal information, without the approval of you or the person responsible for you.

Generally we will only use and disclose your personal information as follows:

- to maintain contact and keep you informed about developments and activities which may be of interest to you
- to establish and maintain a record of your involvement and attendance at services or groups
- to provide the services you have requested from the church
- to answer your inquiry
- to care for you pastorally
- to maintain an online database of contact details of congregation members which is only accessible by members, and to publish a directory of participating congregation members. Your contact details will only be available to other congregation members if you specifically agree to your details being disclosed. The details of anyone under the age of 18 years will not be disclosed in the published directory without the expressed permission of their parents (See appendix 1 for specific details).

#### **4. Information Quality**

We will endeavour to keep personal information complete, accurate and up to date. We will also provide you with a secure login to access the database which will allow you to update your contact details.

#### **5. Information Security**

We will take reasonable steps to keep secure the personal information which we hold and to protect it from unauthorised disclosure and misuse. Email is not a secure method of transmitting information and so we cannot accept any responsibility for the security of information you send to us by email.

#### **6. Access and Correction**

We will provide individuals with access to their personal information as required by law and take reasonable steps to correct information which is inaccurate, incomplete or out of date. To request access to the personal information that the Church holds about you please contact the Churchwardens or the Church Office. If you wish to have your personal information deleted please let us know and we will delete that information as far as practicable unless we need to retain it to comply with the law.

#### **7. Questions or complaints**

Concerns, questions or complaints about our Privacy Policy should be directed to the Church Administrator (email [administrator@stjohnsasquith.org.au](mailto:administrator@stjohnsasquith.org.au) or phone 02 9482 3282).

## Appendix 1 – Elvanto

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At St John's Asquith our central online database system is Elvanto.

Elvanto is used by the staff, ministry leaders and congregation members and the information in Elvanto is only obtained, collected and used for the furtherance of internal parish communication.

In line with St John's Privacy Policy, each individual has access to their own personal information and all personal information is accessible to the relevant person through password protected access. All personal information can be changed, corrected and updated only by the relevant person, staff and administrator.

Personal information will only be made available with the consent of the person in the following ways through Elvanto:

- Through the parish directory available only to consenting members on Elvanto. N.B. As outlined in the privacy policy the parish directory will only be available through Elvanto to those who have consented to their information being in the directory. Access is only available through Elvanto via personal log-in and password to these consenting church members. No information of anyone under the age of 18 will be included in the directory without the express permission of their parents.
- Accessible by staff and church leaders for the purpose of communication regarding activities or events.

To ensure privacy is maintained through Elvanto, these are different levels of access established for Elvanto, determined by the role and leadership position of different congregation members:

- a. The Church Administrator has access to all information and processes within Elvanto.
- b. St John's staff have access to all personal information of church members.
- c. Small group leaders have access to the groups and individuals within those groups for whom they are responsible.
- d. Church members have access to their personal information and information regarding their volunteer roles within St John's Community. As outlined above, a church member will only have access to the Parish Directory provided they have consented to their information being made available within the online directory.

If you are concerned about the security of Elvanto, you can read their Privacy Policy online here: <http://elvanto.com/privacy-policy>

## Appendix 2 – Information Notices

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When information is collected or provided, the following notice will be displayed to explain the purpose of that activity.

### **1. Form for collection of personal information for Youth/Children's activities**

*The information collected on this form will be used for the purpose of facilitating communication between you and the members of the church. It will be disclosed to the Youth/Children's leaders to allow them to care for your child. It will be handled in accordance with our privacy policy available on our website (<http://www.stjohnsasquith.org.au/about/privacy>). By signing below, you indicate your consent for us to collect, use and disclose the information you have provided above in this manner.*

### **2. Form for collection of personal information from Visitors**

*The information collected on this form will only be used for the purpose of facilitating communication between you and the ministry team at St John's. It will be handled in accordance with our privacy policy available on our website (<http://www.stjohnsasquith.org.au/about/privacy>).*

### **3. Form for the collection of information for use with the Parish Directory**

*The information collected on this form will be used to compile a Parish Directory to be made available to the church staff team and all parishioners of St John's Asquith Anglican Church in accordance with our privacy policy on our website (<http://www.stjohnsasquith.org.au/about/privacy>). The information in the directory will be used by the church staff and parishioners for the purpose of contacting you. By signing below, you indicate your consent for us to collect, use and disclose the information you have provided above in this manner.*

### **4. Notice to be included in any printed Parish Directory**

*The information in this directory is only to be used for purposes that are related to the activities and ministries of St John's Asquith Anglican Church. This includes contacting someone for the purpose of fellowship, encouragement, hospitality and the like. We encourage such love and support for each other. However we ask that you use good judgment in relation to such use of contact information. For example, if a person makes it clear they did not expect their information would be used for a certain purpose or communicates that the contact is unwelcome, you should respect that person's wishes. A person's address, email address or mobile phone number is not to be used on a bulk distribution list unless the communication relates to a church activity or, in any other case, the person has given their express consent.*