

REFORMATION PRESBYTERIAN CHURCH, AUSTRALIAN PRESBYTERY
Moderator: Rev C Tuck Clerk: Pastor N van der Wel
C/O 206 High Street, Berserker, QLD 4701

PRIVACY AND DATA PROTECTION POLICIES

EXTRACT MINUTE

Reformation Presbyterian Church, Australian Presbytery, met via Skype video conference, on the Nineteenth of February 2021 and was constituted, was adjourned and then resumed on the Twentieth of February 2021. Among other things,

5. Business Arising.

B. Domestic Violence, Sexual Harassment, Privacy, and Reporting Policies.

i. Privacy Policy.

See Appendix “C”.

It was moved, seconded and agreed THAT:

The Presbytery approve and adopt the Privacy Policy and that the Policy be published to the Presbytery website.

Extracted from the Records of the Presbytery by the Clerk on the First of March 2021.

Pastor Neil van der Wel
Clerk of Presbytery

EXTRACT MINUTE

Reformation Presbyterian Church, Australian Presbytery, met via Skype video conference, on the Sixth of August 2021 and was constituted, was adjourned and then resumed on the Seventh of August 2021. Among other things,

5. Business Arising.

B. Domestic Violence, Sexual Harassment, Privacy, and Reporting Policies.

i. Data Protection Policy.

It was moved, seconded and agreed THAT:

The Presbytery approve and adopt the Data Protection Policy, and that it be incorporated in the Privacy Policy, and that the updated Policy be published to the Presbytery website.

See Appendix “B”.

Extracted from the Records of the Presbytery by the Clerk on the Third of November 2021.

Pastor Neil van der Wel
Clerk of Presbytery

PRIVACY POLICY

Entities Governed by this Policy Document:

**Reformation Presbyterian Church, Australian Presbytery;
Reformation Presbyterian Church, Australian Presbytery Interim Session;
Reformation Presbyterian Church, Australian Presbytery Congregations;
Reformation Presbyterian Church, Australian Presbytery Preaching Stations;**

Reformation Presbyterian Church, Australian Presbytery and its related Church Courts and Congregations (we, our, us) recognise the importance of protecting the privacy and the rights of individuals in relation to their personal information. This document is our privacy policy and it tells you how we collect and manage your personal information. We respect your rights to privacy under the Privacy Act 1988 (Commonwealth Act (Cwth A)) and we comply with all of the Act’s requirements in respect of the collection, management and disclosure of your personal information.

What is your personal information?

When used in this privacy policy, the term “personal information” has the meaning given to it in the Act. In general terms, it is any information that can be used to personally identify you. This may include your name, address, telephone number, email address and profession or occupation. If the information we collect personally identifies you, or you are reasonably identifiable from it, the information will be considered personal information.

What personal information do we collect and hold?

We may collect the following types of personal information:

- Name;
- Mailing or street address;
- Email address;
- Telephone number;
- Facsimile number;
- Age or birth date;
- Profession, occupation or job title;
- Details of the products e.g. books, you have purchased from us or which you have enquired about, together with any additional information necessary to deliver those products and to respond to your enquiries;
- Details services e.g. counselling you have requested from us, or which you have enquired about, together with any additional information necessary to deliver those services and to respond to your enquiries;

- Any additional information relating to you that you provide to us directly through our websites or indirectly through use of our websites or online presence;
- Information you provide to us through Church Courts, or visits by our Pastors, and/or Elders and/or Deacons, and/or persons authorised by our Church Courts from time to time.

We may also collect some information that is not personal information because it does not identify you or anyone else. For example, we may collect anonymous comments, answers to surveys, or aggregated information about how users use our website.

Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cwth A).

We are required to collect your name, address, date of birth and other verification information under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cwth A).

How do we collect your personal information?

We collect your personal information directly from you unless it is unreasonable or impracticable to do so. When collecting personal information from you, we may collect in ways including:

- Through your access and use of our website;
- During conversations between you and our Office Bearers; or
- When you complete an application or purchase order.

We may also collect personal information from third parties including:

- Law enforcement agencies and
- Other government entities e.g. Child Protection Units subsequent to a Mandatory Report being lodged.
- Cookies: In some cases we may also collect your personal information through the use of cookies. When you access our website, we may send a “cookie” (which is a small summary file containing a unique ID number) to your computer. This enables us to recognise your computer and greet you each time you visit our website without bothering you with a request to register. It also enables us to keep track of products or services you view so that, if you consent, we can send you news about those products or services. We also use cookies to measure traffic patterns, to determine which areas of our website have been visited and to measure transaction patterns in the aggregate. We use this to research our users’ habits so that we can improve our online products and services. If you do not wish to receive cookies, you can set your browser so that your computer does not accept them. We may log IP addresses (that is, the electronic addresses of computers connected to the internet) to analyse trends, administer the website, track users movements, and gather broad demographic information.

What happens if we can’t collect your personal information? If you do not provide us with the personal information described above, some or all of the following may happen:

- we may not be able to provide the requested products or services to you, either to the same standard or at all;

- we may not be able to provide you with information about products and services that you may want, including information about discounts, sales or special promotions; or
- we may be unable to tailor the content of our websites and your experience of our websites may not be as enjoyable or useful.

For what purposes do we collect, hold, use and disclose your personal information? We collect personal information about you so that we can perform our activities and functions. We collect, hold, use and disclose your personal information for the following purposes:

- To provide products (e.g. books) and services to you and to send communications requested by you;
- To answer enquiries and provide information or advice about existing and new products or services;
- To provide you with access to protected areas of our website;
- To assess the performance of the website and to improve the operation of the website;
- For the administrative, planning, and research purposes of the RPCAP and its related Entities;
- To provide your updated personal information to our related Entities;
- To update our records and keep your contact details up to date;
- To process and respond to any complaint made by you; and
- To comply with any law, rule, regulation, lawful and binding determination, decision or direction of a regulator, or in co-operation with any governmental authority of any country. E.g. Mandatory Reporting of offences against children.

Your personal information will not be shared, sold, rented or disclosed other than as described in this Privacy Policy.

To whom may we disclose your information? We may disclose your personal information to:

- Our Office Bearers, related Entities for the purposes of operation of our website or the RPCAP, fulfilling requests by you, and to otherwise provide products and services to you including, without limitation, web hosting providers, IT systems administrators, mailing houses, couriers, payment processors, data entry service providers, electronic network administrators, and professional advisors such as accountants, and solicitors;
- Suppliers and other third parties with whom we have commercial relationships, for business, marketing, and related purposes;
- Any organisation for any authorised purpose with your express consent; and
- Any other person with your express consent.

We may combine or share any information that we collect from you with information collected by any of our related Entities (within Australia and / or overseas). We may send you direct email communications and information about our products and services that we consider may be of interest to you. These communications may be sent in various forms, including mail, SMS, fax and email, in accordance with applicable marketing laws, such as the Spam Act 2003 (Cth). You consent to us sending you those direct marketing communications by any of those methods. If you indicate a preference for a method of communication, we will endeavour to use that method whenever practical to do so. In addition, at any time you may opt-out of receiving communications from us by contacting

us (see the details below) or by using opt-out facilities provided in the marketing communications and we will then ensure that your name is removed from our mailing list. We do not provide your personal information to other organisations or individuals.

How can you access and correct your personal information? You may request access to any personal information we hold about you at any time by contacting us (see the details below). Where we hold information that you are entitled to access, we will try to provide you with suitable means of accessing it (for example, by mailing or emailing it to you). There may be instances where we cannot grant you access to the personal information we hold. For example, we may need to refuse access if granting access would interfere with the privacy of others or if it would result in a breach of confidentiality. If that happens, we will give you written reasons for any refusal. If you believe that personal information we hold about you is incorrect, incomplete or inaccurate, then you may request us to amend it. We will consider if the information requires amendment. If we do not agree that there are grounds for amendment then we will add a note to the personal information stating that you disagree with it.

What is the process for complaining about a breach of privacy?

If you believe that your privacy has been breached, please contact the Clerk of the Presbytery using the contact information below and provide details of the incident so that we can investigate it. We request that complaints about breaches of privacy be made in writing, so we can be sure about the details of the complaint. The Clerk of Presbytery deals with privacy complaints and any complaints should be directed to the Clerk of Presbytery using the contact details below. We will attempt to confirm, as appropriate and necessary with you, your understanding of the conduct relevant to the complaint and what you expect as an outcome. We will inform you whether we will conduct an investigation, the name, title, and contact details of the investigating Office Bearers and the estimated completion date for the investigation process. After we have completed our enquiries, we will contact you, usually in writing, to advise the outcome and invite a response to our conclusions about the complaint. If we receive a response from you, we will assess it and advise if we have changed our view.

Do we disclose your personal information to anyone outside Australia?

Overseas Interests

We may disclose personal information to our Entities located overseas for some of the purposes listed above. We take reasonable steps to ensure that the overseas recipients of your personal information do not breach the privacy obligations relating to your personal information. We may disclose your personal information to entities located outside of Australia, including the following:

- Our related Entities, located in countries in which the RPCAP is active;
- Our data hosting and other IT service providers, and
- Other third parties located in countries in which the RPCAP is active.

Security

We take reasonable steps to ensure your personal information is protected from misuse and loss and from unauthorised access, modification or disclosure. We may hold your information in either electronic or hard copy form. Personal information is destroyed or de-

identified when no longer needed. As our website is linked to the internet, and the internet is inherently insecure, we cannot provide any assurance regarding the security of transmission of information you communicate to us online. We also cannot guarantee that the information you supply will not be intercepted while being transmitted over the internet. Accordingly, any personal information or other information which you transmit to us online is transmitted at your own risk.

Links

Our website may contain links to other websites operated by third parties. We make no representations or warranties in relation to the privacy practices of any third party website and we are not responsible for the privacy policies or the content of any third party website. Third party websites are responsible for informing you about their own privacy practices.

Contacting us

If you have any questions about this privacy policy, any concerns or a complaint regarding the treatment of your privacy or a possible breach of your privacy, please use the contact link on our website to contact the Clerk of Presbytery. We will treat your requests or complaints confidentially. Our representative will contact you within a reasonable time after receipt of your complaint to discuss your concerns and outline options regarding how they may be resolved. We will aim to ensure that your complaint is resolved in timely and appropriate manner. Please contact the Clerk of Presbytery via the contact form on the Presbytery website – <https://reformation-presbyterian-church-australian-presbytery.org/>

Changes to our privacy policy

We may change this privacy policy from time to time. Any updated versions of this privacy policy will be posted on our website. Please review it regularly. This privacy policy was last updated on the Nineteenth of February 2021.

DATA PROTECTION POLICY

Storage of Personal Information.

Your personal information may be stored on Data Bases controlled by the RPCAP and / or Church Courts under its jurisdiction, and / or on personal devices owned and / or controlled by Office Bearers. Your Personal Information will be stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure; i.e. such devices and data bases will be subject to security protocols intended to prevent unauthorised access to your personal information.

Protection of Personal Information.

Your personal information will only be accessed by Office Bearers or persons acting under their direction, and on their behalf, irrespective of where it is stored. You will be notified of any breaches of Data Security, ordinarily, within 24 hours of such breaches occurring.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Except where required by Law your Personal Information will only be disclosed to third parties with your express consent;
- Where third parties request your contact details you will be contacted to inform you of the request, the identity of the person or persons making the request, and to determine the course of action that you require e.g. permission to pass on your information, or request the enquirer/s permission to pass on their contact details to you for your action.
- In the case of an emergency your contact details may be disclosed for the purpose of immediate contact with you where it is deemed to be in your interests for the contact to be made.

Deletion of Personal Information.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in Personal files which will be kept by us for a minimum of 7 years.

Document History

Edition

Original

First Revision

Approved at the meeting commencing:

Nineteenth of February 2021.

Sixth of August 2021.