

PRIVACY POLICY

Applicability

Westminster Presbyterian Churches that are not required by law to have a Privacy Policy are nevertheless encouraged to do so for the reasons outlined in this statement by the Office of the Australian Information Commissioner:

“Most small businesses and not-for-profit organisations that have an annual turnover of \$3 million or less and that are not health service providers or do not trade in personal information for benefit, service or advantage are not covered by the Privacy Act 1988 (Privacy Act).

Section 6EA of the Privacy Act allows small businesses/not-for-profits, who would otherwise not be covered by the Privacy Act, to choose to be treated as an organisation for the purposes of the Privacy Act and therefore subject to the Australian Privacy Principles (APPs) and any relevant APP code.

Small businesses/not-for-profits opting in to be covered by the Privacy Act are making a public commitment to good privacy practice. This option has been made available in order to provide small businesses/not-for-profits with the opportunity to benefit from any increase in consumer confidence and trust that may be derived from operating under the Privacy Act.”

– Office of the Australian Information Commissioner

This policy is designed to meet the Australian Privacy Principles (APP) as governed by the Privacy Act (1988).

Your website should include a link to a privacy statement (for example, the text of the Introduction section of this policy) and/or this policy. If you are unsure whether any of the statements in this example Policy apply to your website, you should consult your website designer, website host or other information technology professional.

You will need to tailor some parts of this policy for your church. These sections are highlighted in green.

If you use external providers including, but not limited to, MailChimp, Tithe.ly/Elvanto, Microsoft, Apple for communication, data collection and/or storage, you should satisfy yourself that these providers adhere to relevant national and international privacy laws.

This page does not form part of the Privacy Policy.

Privacy Policy

Purpose

As a church our overall purpose is “to glorify God in congregations of his Church where the restored relationship between God and his people is being realised as a new community which anticipates God’s ultimate kingdom” (*Book of Church Order* (BCO) p. 1). As well, part of our mission is “to demonstrate God’s love by proclaiming the gospel, living with integrity, seeking justice and showing mercy” (BCO p. 1). In light of these foundational statements, this church is committed to maintaining an environment and processes that protect the privacy of individuals associated with our church. We have chosen to use the Australian Privacy Principles (APP) as governed by the Privacy Act (1988) because your privacy is important to us. This Policy forms part of the *WPC Safe Church Standard*.

For more information about the Privacy Act (1988) please refer to the Office of the Australian Information Commissioner’s website at: oaic.gov.au

Scope

This Policy applies to personal information collected directly as well as information collected when interacting with our web site. It is regulated by the Privacy Act (1988) (Cth) and the Australian Privacy Principles (APP).

What are your rights under this Policy?

As an individual, this *Privacy Policy* gives you greater control over the way that your personal information is handled. The *Privacy Policy* allows you to:

- know why your personal information is being collected, how it will be used and who it will be disclosed to
- have the option of not identifying yourself, or of using a pseudonym in certain circumstances
- ask for access to your personal information
- stop receiving unwanted direct marketing
- ask for your personal information that is incorrect to be corrected
- ask for your personal information to be deleted/destroyed
- make a complaint about us if you think we’ve mishandled your personal information.

Introduction

This Policy sets out the purpose of collection, the types of information collected and our practices in relation to the collection, storage and use of personal data.

In summary,

We will securely protect all information we collect from you.

We will only use the information you provide in relation to our activities as a church.

We will not sell the information you provide to any third party.

We will, at your request, disclose what personal information of yours we store.

If you are concerned that we have mishandled your data, you can report us to the Office of the Australian Information Commissioner.

This church has appointed **the Session Clerk** to act as Privacy Officer.

Need More Information? Read On.

The type of personal information that we collect and store

In general terms “personal information” has the meaning given to it in the Act. This is information that can be used to identify you and may include your name, address, telephone number and email address. If this information identifies you, or you are reasonably identifiable from it, then it is considered personal information.

Types of personal information we collect and hold include:

- Contact details (name, mailing or street address, email address, telephone number, age or birth date etc.). This includes all personal information that you enter on you or your family's **Elvanto/Church Management Software** profile.
- Any additional information relating to you that you provided to us directly through our website, through our representatives or otherwise.
- Information you provide to us through our activities and services, surveys or visits by Church representatives.
- Cookies and tracking information from our website or emails.
- On occasion, with your consent, we may collect sensitive health information where it is necessary for one or more of our functions or activities.

The purposes for which we collect, hold, use and disclose personal information

We will only use personal information for the spiritual, pastoral, social, educational and administrative functions of the Church. Those functions include maintaining personal information for the purpose of providing pastoral care within our congregation, direct contact between members, for the promotion of

activities and functions associated with the church. Under certain limited circumstances (such as a Public Health Order) the government may require us to collect and store your personal information.

How we collect and securely store personal information

Personal information is collected directly from you unless it is unreasonable or impracticable to do so. Personal information may be collected in several ways including:

- Electronically. The use of tools **such as Elvanto** allows members the opportunity to provide updated information on a regular basis. MailChimp provides certain tracking data when you engage with emails sent by us from that platform.
- During telephone calls.
- Through your access and use of our website and emails.
- During conversations (face to face contact) or via correspondence between you and our representatives.
- When you register for conferences or Church events.
- When you complete our forms for the provision of services or to volunteer your services and assistance to the Church.
- When you complete a survey or make a donation.
- Via social media or conversation.
- Voice or image recordings.
- Personal information may be collected from third parties such as credit reporting agencies, law enforcement agencies, other government entities and specialist agencies to assist the Church achieve its objectives. This collection from third parties may occur in circumstances such as recruitment when conducting a criminal record check or verifying a Working with Children Check.

Personal information that either you or us enter on your Elvanto profile is securely stored on the secure Elvanto server. Tithely, Elvanto's owner, is responsible for the security of this information. You can learn about their data protection measures [here](#) as well as their [privacy policy](#).

Anonymity and Use of a Pseudonym

In some instances, you will have the right to not identify yourself or to use a pseudonym when contacting us or participating in activities or obtaining services or assistance from us, unless we are authorised by law not to do so or it is impracticable for us to deal with individuals who have not identified themselves or have used a pseudonym. In such circumstances we will only obtain as much personal information as is necessary to provide you with the service or assistance you require. However, in some circumstances we may be limited in our ability to provide you with services or assistance, such as pastoral care, without your personal information.

We will not use any digital image of you without your consent.

Public Prayer

Due to the often-sensitive nature of prayer requests, and taking into consideration the dire need often represented by a prayer request, we have endeavoured to implement a process that will protect the privacy of

individuals and yet still allow those in our Church to be prayed for should they desire it. Names may only be used in public prayer if consent is first gained from the person who is the subject of the prayer request.

These guidelines will apply to all prayer within the Church that could be considered public, including any requests submitted to the electronic prayer newsletter, **"PRAY NOW // AND AGAIN"**.

Our promise not to 'spam', sell or rent your email address

We will never spam, sell or rent your email address to any third party for any purpose.

How you may access and correct any information we hold on you, including unsubscribing from any email list

You may access and correct any information we hold on your Elvanto/Church Management Software account by logging into your account and viewing or editing your profile. You can control the type and amount of information on your profile. This information may be published in our Church Directory and made accessible to other church members.

To find out what other information we hold on you, you can email **safechurch@wpc.org.au** or contact an elder or administrative staff member. You may be required to provide proof of identification to support your request.

If your **Elvanto/Church Management Software** profile includes an email address, this indicates to us that you consent to receive general and scheduling emails from us via **Elvanto/Church Management Software**. Emails sent via from our general mailing list and scheduling reminders will always include an "unsubscribe" link that you can use at any time to opt-out of these communications.

We will only include you on our prayer newsletter mailing list if we have your explicit consent. **This prayer newsletter, sent via MailChimp, will always include an "unsubscribe" link that you can use at any time to opt-out of these communications.**

Basic cybersecurity hygiene

To protect your information, we encourage you not to disclose your **Elvanto/Church management software** password to anyone and to avoid the use of commonly-used passwords.

Leaders and administrative staff with access to confidential information should each be issued unique login credentials. IT administrators should periodically review the need for other cybersecurity hygiene measures appropriate to the IT environment.

How you may complain about a breach of the Australian Privacy Principles and how we'll deal with the complaint

If you consider that we have mishandled any aspect of your data, you should complain to us in writing at **safechurch@wpc.org.au**. If we don't respond to your complaint within 30 days or you are not satisfied with our response, you can lodge a complaint with the Office of the Australian Information Commissioner.

Whether we disclose personal information to other people or organisations, and if they're overseas which countries

Minutes of Session meetings are provided to Presbytery as required by the *Westminster Presbyterian Church Book of Church Order* 6.2.03(3). If such minutes include any of your information, we will either deidentify or redact it before is provided to Presbytery.

Information that you submit to our prayer newsletter is distributed to all recipients of that mailing list. The mailing list includes a privacy statement and recipients must not to disclose your information to a third party without your prior written permission. Recipients may include certain missionaries with whom we partner and serving outside Australia. Disclosing their location in this Policy may pose a security risk to the missionaries concerned. Their location may be requested from our missions coordinator.

Our contact details

You can contact us at safechurch@wpc.org.au or via the "Contact Us" page on our website.

Revision History

<u>Version</u>	<u>Date</u>	<u>Author</u>	<u>Approval</u>
<u>1</u>	<u>12 October 2020</u>	<u>Dale McMillan</u>	<u>Resolution NA2020/4</u>
<u>2</u>	<u>16 September 2025</u>	<u>Dale McMillan</u>	<u>Resolution NA2025/n</u>