

Privacy Policy

Kenmore Church of Christ Ltd

Kenmore Church of Christ Ltd (**Kenmore Church**) takes the privacy of individuals seriously and is committed to complying with the Australian Privacy Principles (**the Principles**) in the *Privacy Act 1988* (Cth) (**the Act**). This policy governs how we collect, use, store and share your personal information.

1. Your Personal Information

1. Your personal information is any information or opinion that identifies you or can be used to identify you. Your personal information may also include sensitive information such as your ethnic origin, religious beliefs and affiliation, criminal record, health information etc.

2. What do we collect from you?

2. Some examples of personal information that we have collected or may collect include:
 - (a) Name;
 - (b) Address;
 - (c) Telephone numbers;
 - (d) Date of Birth;
 - (e) Email address;
 - (f) Bank account details;
 - (g) Place of birth; and/or

Date of marriage and/ or Baptism.

3. We may also collect sensitive information from you, such as religious beliefs and affiliation and health information.

3. Why do we collect personal or sensitive information from you?

4. We only collect personal information that is reasonably necessary to allow us to carry out our primary services and functions as a Church, any secondary purposes and any other purpose as set out under the Act.
5. Examples of such primary services and functions include:
 - (a) providing and evaluating our services as a Church to our congregation;
 - (b) communicating with our congregation, sponsors, donors and other supporters; and/or
 - (c) managing complaints, legal actions or claim against our church.

4. How do we collect personal or sensitive information from you?

6. We may collect personal information from you when you:
 - (a) request our services;
 - (b) meet with us;
 - (c) complete a registration form provided to us by you;
 - (d) communicate with us in any way; and/ or
 - (e) register for or attend our events.
7. You will be notified when your personal information is being collected from you.
8. When we collect personal information from you, the information will be treated as private, sensitive or confidential and will be dealt with in accordance with the Act and the Principles.

5. What will we do with that information?

9. We will only use personal information for the primary purpose for which it was collected, any secondary purposes and any other purpose as authorised under the Act.
10. We will not share or disclose your personal information to another party unless such use or disclosure is related to the primary purpose for which the information has been collected, any secondary purpose or any other purpose allowed by the Act.
11. We may also disclose your personal information if required under a statutory obligation or required by law.
12. If the Church is not legally obliged or legally permitted to disclose your personal information, the Church will not disclose your personal information without seeking your consent.
13. We will not use your personal information for a purpose if you request us not to do so.

6. How do we keep your personal information secure?

14. We take reasonable steps to protect the personal information that we hold from misuse and loss and from authorised access, modification or disclosure. These steps may include logins and passwords to access personal information that are stored electronically.
15. When your personal information is no longer required by us, we will de-identify or destroy securely all personal information held by us.

7. How can you access your personal information?

16. You may request access to personal information we hold about you. We may require you to verify your identity and ask you to specify what information you require.
17. All information requests are dealt with in accordance with the Act.

8. What if you believe the personal information that we hold is incorrect?

18. We take reasonable steps to ensure that the personal information we collect is accurate, up-to-date and complete and that the personal information we use or disclose is, having regard to the purpose of such use or disclosure, accurate, up-to-date, complete and relevant.
19. We encourage you to keep us informed to update or correct any personal information. We will deal with such requests for correction under the Act. We may refuse to correct personal information if the Act allows us to.

9. What if you have a complaint?

20. If you wish to make a complaint about this Privacy Policy or our collection, use or disclosure of personal information, please contact us in the first instance. We will investigate your complaint and try to promptly resolve your complaint directly with you.
21. If you are not satisfied with the outcome, then you can make a complaint to the Office of the Australian Information Commissioner (OAIC). For information about how to make such a complaint, please refer to the OAIC website at <http://www.oaic.gov.au>.

10. Contact us

22. To request access to or correction of personal information or to make a privacy complaint to us, please contact:

Kenmore Church of Christ Ltd

W: www.westsidechurch.network

E: office@kenmore.church

T: 073 111 8166

P: PO Box 1041 Kenmore Qld 4069

A: 41 Brookfield Road Kenmore Qld 4069