

Privacy Policy

POLICY

Liberti Ltd takes the privacy of an individual very seriously and this Policy has been adopted as it recognises the right of people to keep their personal information private. This Privacy Policy outlines how Liberti Ltd collect, use, disclose, transfer, store, retain or otherwise process individuals information, whether provided through the website, connect/ campaign cards, Kids/Youth registration forms or acquired directly by any other means, and will be dealt with in accordance with the Law including the Commonwealth Privacy Act 1988.

WHY WE COLLECT PERSONAL INFORMATION

As a church, we desire for you to know and love Jesus, and to mature as His disciple, meaningfully engaged in community and joyfully partnering with us to see the gospel go forth. In order to partner with you in this way, we need to collect information about you. All information we collect from you is with your consent, or because we are required to do so by law. We collect this information so we can best serve you and communicate with you, manage our operations, and measure the health and other characteristics of our church community. We do not collect or hold personal information for any purpose outside of serving you within our church community. If you wish to remain anonymous within our community you may do so, however it will limit our ability to communicate with you and serve your needs. Please be aware that our services and events may be recorded (Types of Information collected). To participate as a volunteer, enrol your children/young people in our ministries and participate in certain activities we run, relevant personal information is required to maintain our safety standards.

HOW PERSONAL INFORMATION IS COLLECTED

Personal Data is collected when an individual is in contact with us, examples are given below, this is not an exhaustive list;

- visit the website;
- make a donation to the Local Church;
- register for a Local Church event;
- volunteer at the Local Church;
- provide your contact details, in writing or orally, to the Local Church staff or volunteers;
- participate in other Local Church activities e.g. Gospel Communities, Groups;
- contact us by means such as email, text, letter, telephone;
- have face to face meetings with staff and volunteers;
- access social media platforms such as Facebook, YouTube, WhatsApp, Twitter, Viber, Instagram;
- prayer requests;
- register child/children/young person/s for one of our church ministries (Kids/Youth/Camp);
- completing incident/ injury and hazard reports.

TYPES OF INFORMATION COLLECTED

Personal Information

The types of personal information collected by us include:

- personal details such as title, name and date of birth;
- contact details such as home and mailing address, email, mobile and telephone numbers;
- when relevant to our mission, demographic information such as marital status, nationality, education, employment/qualifications and family details;
- financial information such as donation history and bank details;
- spouse and family details when people jointly volunteer, register for events, and/or register children/young people for any reason at the Local Church;
- employee and volunteer data such as qualifications, languages and experience;
- records of contact with us;
- photographs provided to us by the individual or taken at Local Church services or events;

Sensitive/Special Category Personal Information

We may collect and store sensitive personal information (Special Category Information under General Data Protection Regulation) such as:

- health information provided during pastoral meetings;
- health information to assist attendance at Local Church services and events;
- religious information (attendance at Local Church and/or Local Church events / activities, personal faith decisions, baptism);
- religious affiliation, permitted when an individual or family attend, register for Local Church events and conferences;
- prayer requests.

Images, Video and sound

Liberti services/events/training may be recorded using sound, video and images. Recordings of the people attending a service/event may be used and shown in other services/events including our livestream on YouTube, to prepare resources, and for other promotional purposes. By attending any Liberti service/event/training, you are deemed to have consented to Liberti using your image and voice in these recordings and for these purposes. In the interests of security and safety, Liberti also operates security video cameras within and around Liberti premises.

HOW WE USE INFORMATION AND WHO DO WE DISCLOSE IT TO

Personal information will be dealt with in accordance with the Law. It is never sold, nor given away. It is only shared with others where consent has been given or where it is permitted or required either contractually or legally. We will not use personal information for any other purpose without first seeking consent, unless authorised or required by law.

Generally, uses of personal information based on our legitimate charitable interests and on consent may include:

- keeping people informed as to Local Church services, activities, events, resources and conferences;
- promoting the interests of Liberti Ltd, its Christian mission and its charitable objects;
- managing employees and volunteers;
- fundraising and processing donations and related statutory rights and obligations;
- establishing and maintaining involvement with us, events attended, what areas and activities of the Local Church have supported, record and acknowledge any donation, to provide the products or services that have been requested;
- answering an inquiry or request for further information or complaint about us, our services, activities and events;
- registering for events, conferences, camps and provide the services requested;

- improving our ability to assist the Local Church attendees and the wider community;
- assisting the Local Church with management and administrative purposes such as accounting, credit/debit card payments, anti-fraud measures, maintenance and development.

LEGAL BASIS FOR USING PERSONAL INFORMATION

We will only process personal information where we have a legal basis to do so. The legal basis will depend on the reason or reasons we collected and need to use information. Under the Law in almost all cases the legal basis will be:

- because it is in our legitimate interest as a registered charitable and Christian religious entity to use personal information to operate and improve our service as a church;
- to fulfil any contractual relationship we have in relation to provision of products or services, such as registration at events;
- because consent has been given to the Local Church to use information for a particular purpose;
- because we need to use personal information to comply with a legal obligation, such as protection and welfare of individuals;
- to protect the vital interests of individuals, for example, in pastoral situations;
- to process sensitive/special category personal data that is relevant to us as a not for profit religious organisation;
- where consent has been given for us to make contact by email, phone or text, to send information and marketing communications.

SECURITY OF YOUR INFORMATION

Information provided electronically, including through our website, email, etc, may be held on staff computers most commonly in cloud-based platforms. Information you provide in paper form, on connect/campaign cards, registration forms, letters or recorded in meetings with staff or volunteers, will be transferred to a secure online data management software, stored in a Gmail email, google drive folder or stored in a locked physical filing cabinet. Where paper form data is transferred to an online data management software the hard copy forms are shredded immediately and disposed of.

Third party service providers may process information and provide support services on our behalf. Where such details are shared, agreements in place restrict the use of your information to the purpose for which it is provided and ensure it is stored securely and in accordance with applicable data protection and privacy laws. We do not sell or pass any personal information to any other organisation and/or individuals without express consent, unless required by law. The primary platforms we use for storing your information are Planning Centre Online and Tithe.ly.

For more information on these platforms visit:

planningcenter.com/congregant-privacy

planningcenter.com/security

<https://get.tithe.ly/legal/privacy-policy>.

Security measures are taken to protect information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. Where we have given, or where an individual has chosen security codes (username, password, memorable word, etc), which enable access to our online platforms, the individual is responsible for keeping these security details confidential.

HOW LONG WE RETAIN INFORMATION

We will only keep personal information for as long as it is required and in accordance with the Law and other legal requirements. If an individual has indicated they no longer wish to hear from us, we will keep the minimum information necessary to ensure that no future contact is made. However,

even after we modify the communication preferences, we may retain copies of information for a period of time that is consistent with applicable law, applicable statute of limitations or as we believe is reasonably necessary to comply with applicable law, regulation, or legal process.

INDIVIDUALS RIGHTS

Where an individual/ family has provided consent to us processing personal data, they may withdraw this consent at any time. In addition, the Law gives you them the right, under certain circumstances:

- to request in writing and securely obtain copies of the personal information we hold about the individual;
- to correct or update personal information held by us;
- to request us to stop using personal information for communication or marketing purposes or for any other purpose where there is no legal requirement for continued processing;
- to object to profiling activities based on our legitimate interest;

We ask all individuals and families who give us their personal information to contact a staff member of the Local Church as soon as any contact details change so that records can be kept up to date. We will take reasonable steps to correct any information, which is inaccurate, incomplete or out of date.

If an individual wishes to have their personal information deleted, they need to contact the Liberti Operations Director and wherever practicable that information will be deleted.

A request to access, amend or delete personal information may be refused in certain circumstances. If refused, you will be provided with a reason for the decision and, in the case of amendment, will note with your personal information that its accuracy is disputed.

LINKS AND SOCIAL MEDIA

Communication from us may also include links to other websites or may provide social media buttons, to access social media platforms or permitting sharing web content directly to a social media platform, such as Facebook, Instagram, WhatsApp, and YouTube. We do not endorse social media website(s) and have no responsibility for the content unless posted by or approved by us nor are we responsible for the cookies such websites may contain. Use of such buttons or links is at an individual's own risk and they must verify authenticity of sites before posting or providing personal information on such sites. We do not ask for passwords or personal details on social media. Websites such as Vimeo and YouTube are used to embed videos on the website and service providers such as FloDesk, Planning Centre and Google Analytics may send their own cookies via this site.

CHANGES TO THIS PRIVACY NOTICE

Liberti may amend this Policy from time to time to reflect changes in best practice, security and control and to ensure compliance with any changes or amendments to the Law or other applicable legislation.

CONTACTING LIBERTI LTD

If you have any comments, questions or concerns about our Privacy Policy or the way in which we have handled your personal information please contact our Operations Director by emailing info@liberti.church or mailing Liberti Church PO Box 1611, Mudgeeraba, QLD, 4213. If you feel your privacy has not been handled in accordance with this policy please refer to the Liberti Complaints Policy and Procedure.