

Privacy Policy

Contents

SECTION 1 - INTRODUCTION	2
PURPOSE	2
SCOPE	2
DEFINITIONS	2
LEGISLATIVE CONTEXT	3
SECTION 2 - POLICY	4
SECTION 3 - PROCEDURE	4
SECTION 4 - GOVERNANCE	7
RESPONSIBILITY	7
VERSION CONTROL AND CHANGE HISTORY	7
POLICY & PROCEDURE DIRECTORY REQUIREMENTS	8
PUBLICATION	8
APPENDIX 1	9

SECTION 1 - INTRODUCTION

‘And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him. Colossians 1:17 (NIV)

PURPOSE

St Alfred's Anglican Church, Blackburn (“we,” “us,” or “our”) is committed to protecting the privacy and security of your personal information.

This Privacy Policy explains how we collect, use, disclose, and protect your personal information in accordance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs).

SCOPE

This policy applies to all Attendees, Members, and Church workers at St Alfred’s.

DEFINITIONS

Word/Term	Definition
Attendees	Anyone who has attended a St Alfred’s event, whose information is collected, including parents or guardians of minors.
APP	APP means the Australian Privacy Principles, which has the meaning given by section 14 of the <i>Privacy Act 1988</i> (Cth)
Church workers	Any staff or volunteer who undertakes to perform tasks that contribute toward any aspects of operations at St Alfred’s.
Elvanto	The church management software platform used by St Alfred’s to store personal information and other information for the purposes of volunteer management, church programs and services’ organisation and making important church-related information accessible to Members, Ministry Leaders and Church workers.
Members	Anyone who regularly attends services at St Alfred’s.
Personal information	Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable: (a) whether the information or opinion is true or not; and (b) whether the information or opinion is recorded in a material form or not.
Responsible Person	Senior Minister or their delegate.

Sensitive Information	Personal information or an opinion about an individual's: <ol style="list-style-type: none"> Race or ethnic origin; Medical information; Political opinions; Membership of a political association; Religious beliefs or affiliations; Philosophical beliefs; Membership of a professional trade association; Membership of a trade union; Sexual preferences or practice; Criminal record.
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LEGISLATIVE CONTEXT

Name	Location
APP	Australian Privacy Principles
Information Privacy Act 2000 (VIC)	Australian Law Reform Commission
Notifiable Data Breach Scheme under the Privacy Amendment (Notifiable Data Breaches) Act 2017	Office of the Australian Information Commissioner Federal Register of Legislation
Privacy Act 1988 and its subsequent amendments	Office of the Australian Information Commissioner
Privacy Amendment (Private Sector) Act 2000	Federal Register of Legislation
Privacy Amendment Act 2012 (Enhancing Privacy Protection)	Federal Register of Legislation
Privacy and Data Protection Act 2014	Victorian Legislation

SECTION 2 - POLICY

St Alfred's is committed to protecting the privacy of its Attendees, Members, and Church workers (staff, and volunteers). St Alfred's supports and endorses the APP contained in the *Privacy Act 1988* (Cth) and will comply with these principles when collecting person information.

This policy is consistent with the recommendations of the Anglican Diocese of Melbourne (ADOM).

SECTION 3 - PROCEDURE

3.	Procedure
3.1	<p data-bbox="284 719 791 752">Collection of Personal Information</p> <p data-bbox="284 779 1436 860">We collect personal information that is reasonably necessary for us to carry out our functions and activities, including:</p> <ul data-bbox="331 887 1485 1653" style="list-style-type: none"> <li data-bbox="331 887 1485 1003">• Membership and Participation: When you join our church, participate in our activities, or volunteer, we may collect your name, contact details, date of birth, and other relevant information. <li data-bbox="331 1025 1485 1142">• Donations and Financial Transactions: If you make a donation or participate in fundraising activities, we may collect your name, contact details, and payment information. <li data-bbox="331 1164 1485 1245">• Pastoral Care: When you seek pastoral care or counselling, we may collect sensitive information about your personal circumstances. <li data-bbox="331 1267 1485 1348">• Events and Programs: When you register for events or programs, we may collect your name, contact details, and dietary requirements. <li data-bbox="331 1370 1485 1451">• Website and Online Forms: When you use our website or online forms, we may collect your IP address, browser type, and other technical information. <li data-bbox="331 1473 1485 1554">• Communications: When you contact us via email, phone, or in person, we may collect your name, contact details, and the content of your communication. <li data-bbox="331 1576 1485 1653">• If an individual's name is not specifically required, then anonymity and pseudonymity is accepted, in accordance with principle 2 of the APP.

3.2	<p>Use of Personal Information</p> <p>We use your personal information for the following purposes:</p> <ul style="list-style-type: none"> • To manage church membership and participation. • To provide pastoral care and support. • To organise and conduct church services, events, and programs. • To process donations and financial transactions. • To communicate with you about church activities and news. • To respond to your inquiries and requests. • To comply with legal and regulatory obligations. • To improve our services and website. • To assist you in a health emergency.
3.3	<p>Disclosure of Personal Information</p> <p>We may disclose your personal information to:</p> <ul style="list-style-type: none"> • Our staff, volunteers, and authorised representatives who need the information to perform their duties. • Authorised users of Elvanto. • Third-party service providers who assist us with our functions, programs and activities, such as IT support, payment processing, and event management. These providers are bound by confidentiality agreements. • Relevant authorities or organisations as required by law. • Other Anglican Church entities, where relevant to our activities. <p>We will not sell or rent your personal information to third parties.</p> <p>If an individual's name is not specifically required, then anonymity and pseudonymity is accepted, in accordance with principle 2 of the APP.</p>
3.4	<p>Sensitive Information</p> <p>We may collect sensitive information, such as information about your religious beliefs, health, or personal circumstances, only with your consent or as required by law. We will handle sensitive information with extra care and ensure its confidentiality.</p> <p>St Alfred's will only collect sensitive information with the express consent of the relevant individual or, where the relevant individual is a minor, with the consent of at least one parent or guardian of the relevant individual.</p>

3.5	<p>Access and Correction of Personal Information</p> <p>Subject to any exceptions allowed under the <i>Privacy Act 1988</i> (Cth), a Member or Attendee (the applicant) has the right to access and correct their personal information that we hold. Where access to the information is refused, St Alfred's must provide the applicant with the reason or reasons that access was refused within 30 days of the application being received.</p> <p>Requests for access or corrections to the information must be made in writing and should be addressed to St Alfred's either to the postal address or email address shown on St Alfred's website. No charge shall be applied for access to the information.</p> <p>Members are encouraged to update their own personal information held in Elvanto.</p>
3.6	<p>Data Retention</p> <p>We will retain your personal information for as long as necessary to fulfill the purposes for which it was collected, or as required by law.</p>
3.7	<p>Security of Personal Information</p> <p>We take reasonable steps to protect your personal information from unauthorised access, use, or disclosure. This includes implementing physical, electronic, and administrative safeguards.</p> <ul style="list-style-type: none"> • We store electronic records securely. • We restrict access to personal information to authorised personnel. • We regularly review and update our security measures. <p>In accordance with the Notifiable Data Breach Scheme, St Alfred's will notify individuals if there has been a data breach which potentially involved their personal information. Notices will also be posted on St Alfred's website, that an eligible data breach has occurred.</p>
3.8	<p>Breach reporting</p> <p>If any Church worker becomes aware of or suspects a data breach, they shall report it as soon as practicable to the responsible person.</p>
3.9	<p>Website and Cookies</p> <p>Our website may use cookies to enhance your browsing experience. You can manage your cookie preferences through your browser settings.</p>

3.10	<p>Complaints</p> <p>If it is believed that privacy has been breached or there are complaints about how St Alfred's has handled the custody of personal information, complaints should be submitted in writing to St Alfred's either to the postal address or email address shown on St Alfred's website. The Office Administrator will then inform the wardens.</p> <p>St Alfred's is committed to addressing and responding to all complaints in a timely manner.</p> <p>If you believe that we have breached the Australian Privacy Principles, you may lodge a complaint with the Office of the Australian Information Commissioner (OAIC).</p> <p>OAIC Contact Details:</p> <ul style="list-style-type: none"> Website: www.oaic.gov.au Phone: 1300 363 992
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SECTION 4 - GOVERNANCE

RESPONSIBILITY

Policy Owner	Parish Council
Responsible Person	<p>Senior Minister</p> <p>A review of compliance with this policy is to be undertaken at least once in every 12-month period.</p>
Policy Oversight	Responsible person/Ministry Leaders
Record Keeping	Office Administrator

VERSION CONTROL AND CHANGE HISTORY

Version Number	Approval Date	Approved by	Review Date	Amendment
1.0	16 February 2015	Parish Council	February 2016	
2.0	September 2022	Parish Council	September 2024	Amended Governance Committee Mar 2025
3.0	May 2025	Parish Council	May 2027	Amended by Governance Committee and Parish Council 2025

POLICY & PROCEDURE DIRECTORY REQUIREMENTS

CATEGORY
Governance Committee
KEYWORDS
Privacy; intrusion; privacy policy; invasion of privacy; rights to privacy; private; confidentiality; confidential; anonymity; anonymous;

PUBLICATION

For Group	Location
All church members and church workers at St Alfred's	https://stalfreds.elvanto.com.au/pages/governance/ https://www.stalfreds.org/about/parish-council/

Disclaimer: A printed or stored version of this document may be obsolete. The latest version is available in the church's document management system.

APPENDIX 1

Retention of records (Section 3.6)

In line with Australian Privacy Principle 11, St Alfred's will only keep a person's records as long as they are needed to undertake the purposes for which they were collected.

Where the information is not required to be kept under Australian law, then St Alfreds must take all reasonable steps either to destroy the information or de-identify it.

Records relating to Safe Ministry are to be kept indefinitely.