

Hawthorn West Baptist Church Privacy Policy

Hawthorn West Baptist Church (HWBC) respects and upholds your rights to privacy protection, and adheres to the Privacy Act (2000) and to the National Privacy Principles (NPPs) that are contained in the Act.

HWBC only collects information which is necessary for maintaining your involvement with the church. Such information is normally obtained through your communication with the church, or through a child's parent/guardian.

Information HWBC may collect includes:

- Name
- Contact details – address, phone numbers, email addresses
- Family member details where disclosed by you and relevant to the church's ministry.
- Communications you have with us (e.g. letters, prayer requests)
- Your involvement in ministries
- Records of visits, phone calls and pastoral matters
- Information you provide in surveys, registration forms, conversations, emails and online
- Details of donations where receipts for taxation purposes are required
- Banking information for accounting purposes.
- Staff details for superannuation, payroll and taxation purposes.
- Medical information only if it is provided by you and required to protect your health.

Where practicable, the purpose for collecting personal information will be made clear at the time of collection.

Personal information is only distributed, for example in the church directory, if written permission is given. It is never sold, traded, or transferred to any other organisation or business. It is not shared unless there is a belief that disclosure is necessary to prevent threats to health, life or safety to any individual, or it is required by law.

HWBC will take reasonable steps to keep secure any personal information which is held and to keep this information accurate and up to date. Personal information is stored in a secure server or secure files.

Under the Privacy Legislation you have the right, subject to some exceptions allowed by law, to ask for and receive a copy of the personal information about you which we hold, and to request an amendment to the information held.



If you have any questions about the personal information the church has about you, put your concern in writing to the Church Administrator (admin@hwbc.info).

Images, recordings: HWBC will from time to time record video or images of services and activities for teaching and information purposes directly associated with the church. By attending these services and activities you consent to the church taking the video and images and using and disclosing them for such purposes. If there is a reason for you not to be included in such public recordings, please advise the Church Administrator.

Website: Personal user information is never collected from those who are browsing the HWBC's website except explicitly and with the user's full knowledge. In situations where user information is collected, it is only used for internal church purposes, and is never sold, traded, or transferred to any other organisation or business. If, after submitting personal information, you wish to withdraw that information, simply indicate your desire to the Church Administrator.

For statistical purposes HWBC may collect information on website activity (such as the number of users who visit the website). This information on its own does not identify an individual but may provide statistics that we can use to improve our website.

In advising of upcoming events on HWBC's website, the name of the leader or host of a group may be named, and limited contact details will be provided with their permission. Members hosting a church event who want to remain anonymous on the website should contact the Church Administrator.

At times we may provide a link or links to third party websites that are independently managed and controlled. When we provide such a link, we will make it clear that the link is to a third party site. Although we are providing such a link, we are not conferring any endorsement of the contents of that site, or of the protection to your personal information they may collect. You should refer to the linked site's privacy policy to understand how they might collect or use your personal information.

Document Revision History

Next revision date two years

Version	Date	Revised by	Details
1.0	11/10/2021	Interim Leadership Team	Final draft
2.0	/ /	Insert name	Items ____ and ____ revised
3.0	/ /	Insert name	Items ____ and ____ revised