

# CALVARY MINISTRIES

## PRIVACY POLICY

Calvary Ministries

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# PERSONAL INFORMATION PRIVACY POLICY

## Introduction

- This Privacy Policy Statement applies to information kept by Calvary Ministries.
- Calvary Ministries has adopted the National Privacy Principles as the Privacy Code of Practice.
- Calvary Ministries complies with the Commonwealth Privacy Act, NSW Privacy Amendment (Private Sector) Act 2000, and NSW Health Records and Information Privacy Act 2002.
- The Privacy Policy details the information collected, why it is collected and how it is used. The Policy has been prepared following a Privacy Audit.
- The activities and functions of Calvary Ministries necessitate the handling of personal information on members.
- Calvary Ministries acknowledges that individuals have a general right to access information about themselves.
- Calvary Ministries regards its privacy obligations as extremely important and its actions are directed to complying with the Acts to which it is subject.

## Personal Information Collected.

- Personal information collected on applicants and the members of Calvary Ministries is necessary for the functions and activities of Calvary Ministries. It may comprise an applicant's or members name, address, occupation, age, contact details, family background, parent's present marital status and contact details, next of kin details, place of birth, country of citizenship, photographs, religious details and practices, health information including physical and psychological details and criminal charges. This list is not exhaustive.
- Where information is obtained from a third party, reasonable steps will be taken to ensure the subject person is made aware of the matter.
- A personal file also includes general correspondence to and from the Calvary Ministries material that is in the public domain and academic records and qualifications.

## The Purpose for Holding the Personal Information.

- The personal information collected is necessary for the activities and function of Calvary Ministries.
- It is collected for the purpose of assessing suitability for membership of and continued involvement in a ministry of Calvary Ministries.

- The purpose of obtaining and storing this information is to better understand the needs, requirements and suitability of members.

### **Use and Disclosure of Personal Information.**

- It is accessible by a limited and defined number of people.
- Personal information will not be released to third parties unless:
  - (a) The applicant or member has consented; or
  - (b) Calvary Ministries is required or authorised by law to do so.
- If personal information is sent overseas it will be subject to the same systems of access and storage as apply in Australia.

### **Quality of Personal Information.**

- This Policy seeks to ensure the information held by Calvary Ministries is accurate, complete and up to date.
- If any information provided has changed or is considered incorrect, the person concerned should contact the Privacy Officer in writing.

### **Security of Personal Information.**

- The offices of Calvary Ministries have secure central storage units with defined limited access.
- This includes physical security, computer and network security, communications security, personal security.
- The purpose is to protect personal information from misuse, loss, unauthorised access, modification or disclosure.

## **PERSONAL INFORMATION HELD IN DATABASES**

### **PRIVACY POLICY.**

#### **Your Personal Information.**

- Calvary Ministries will collect and maintain in our databases certain personally identifiable information from you only when you provide it to us on a voluntary basis, for example, when you make an enquiry, contact us, or submit photographs.

## **Use of Information.**

- Calvary Ministries may use your personally identifiable information to enable mailing and for providing service to you.
- We may also use your personally identifiable information for our own promotional purposes.
- We will take reasonable steps to ensure that all information we collect or use is accurate, complete, up to date, stored in a secure environment and accessed only by authorised persons.
- We will not share any information about you with third parties, except as provided by law.

## **Your Rights.**

- If you do not want your personally identifiable information to be used for promotional purposes, you may contact our Privacy Officer, Calvary Ministries, PO Box 275, Hurstville BC, 1481 and ask that you do not receive promotional mail.
- You may always review your personal information and may change, update or correct it as needed.
- If you are not allowed access to your personal information, you will be told why and how to appeal the decision.

## **Access to Your Information.**

- Calvary Ministries will provide access to an applicant's or members personal information that has been compiled after 21 December 2001.
- Where the information has been compiled prior to 21 December 2001 an accurate summary will be provided.
- Health information collected after 1 September 2004 will be provided to the person, or a health professional nominated by them.
- An accurate summary of health information will be provided if the information was collected prior to 1 September 2004.
- A request for access to information should be made in writing to:

The Privacy Officer  
Calvary Ministries  
P O Box 275  
HURSTVILLE BC, NSW 1481

- If a request is declined the person making the request will be told why.

### **Destroying Personal Information.**

- Personal information will be retained for the period specified in the firm's Retention Schedule.
- All information is destroyed by a secure means.

### **Other Information.**

- From time to time Calvary Ministries keeps other information. Such information includes registers of names, donors, archival researchers, and subscribers to publications.
- Such information will not be shared with any other parties. It will remain confidential.

### **Complaints Procedure.**

1. Set out the complaint in writing to the Privacy Officer who will deal with the complaint in accordance with the relevant legislation.
2. If you are not satisfied you may appeal to the Privacy Sub-Committee of Calvary Ministries.
3. Complaints made under the Commonwealth Privacy Act may appeal to the Privacy Commissioner.
4. Complaints made under NSW Health Records and Information Privacy Act may appeal to Privacy NSW or the Administrative Decision Tribunal.

### **Changes to the Privacy Policy.**

- The Chair and/or Directors of Calvary Ministries may make changes to the Privacy Policy at any time. Any such changes will be publicised by the Privacy Officer.

### **Guidelines.**

- Guidelines for the implementation of this Privacy Policy may be made by the Chair and/or Directors of Calvary Ministries.

### **Further information.**

- For further information please contact

The Privacy Officer  
Calvary Ministries  
P O Box 275  
HURSTVILLE BC, NSW 1481

Telephone (02) 8567 0423

Fax (02) 8567 0488

## **WEBSITE PRIVACY POLICY**

### **Your Personal Information**

1. Calvary Ministries will collect and maintain in our database and files certain personally identifiable information from you only when you provide it to us on a voluntary basis for example when you make an enquiry, contact us, subscribe to publications, use and opt-in mailing list, or agree to be interviewed or photographed.

### **Use of Information.**

2. Calvary Ministries may use your personally identifiable information for the purpose of IT mailing, to improve your website, for providing a service to you and for system administration.
3. We will take reasonable steps to ensure that all information we collect or use is accurate, complete, up to date, stored in a secure environment and accessible only by authorised persons.
4. No data transmission over the internet can be guaranteed to be 100% secure. While we strive to protect your personal information from misuse, loss or unauthorised access, we cannot guarantee the security of any information you transmit or receive from our online service. These activities are conducted at your own risk. As soon as we receive your transmission we make our best efforts to ensure its security.
5. We will not share any information about you with third parties, except as provided by civil Privacy Legislation.

### **Your Rights.**

6. If you do not want your personally identifiable information to be published in the Calvary Ministries Guide or to be used on our website, or for promotional purposes, you may contact Calvary Ministries on [office@calvaryministries.org.au](mailto:office@calvaryministries.org.au).

7. You may always review your personally identifiable information and may change, update or correct it as needed in line with legislation. To do this you should email Calvary Ministries at [office@calvaryministries.org.au](mailto:office@calvaryministries.org.au)

### **Children.**

8. The safety of children is very important to us.
9. We ask that children under the age of 18 have a parent or guardian verify their contact with us. Whilst we make every reasonable effort to ensure that children's privacy and other rights are not compromised, it is ultimately the responsibility of parents to monitor their children's internet usage.

### **Cookies.**

10. Our website does not currently use cookies. We may, however, at some future date use cookies to allow you to use our services with greater ease and efficiency.
11. Our cookies contain no personally unidentifiable information, but are small alphanumeric text files transferred from our website to your hard drive to facilitate access to and use of our site. They may also provide us with aggregate statistical information about site usage.

### **Your Consent.**

12. By using our [www.calvaryministries.org.au](http://www.calvaryministries.org.au) you are consenting to this Privacy Policy. Calvary Ministries periodically reviews this Privacy Policy, and if we ever change our Privacy Policy, we shall post any changes on this page so that you are always kept informed of the information we collect, how we use it and the circumstances under which we disclose it, if at all.
13. If you have any questions or comments about our Privacy Policy, please write to our Privacy Officer at

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