

Thornleigh Community Baptist Church Privacy Statement

Introduction

The Act

On 21/12/2001 The Federal Privacy Act 2000 came into effect. This act contains the National Privacy Principles which include legislation in regards to collection, use and disclosure, data quality, data security, openness, access and correction, identifiers, anonymity, trans-border data flows and sensitive information.

For more information about the Act and the National Privacy Principles visit the Australian Privacy Commissioner's website at www.privacy.gov.au.

At Thornleigh Community Baptist Church

Thornleigh Community Baptist Church (TCBC) is a member of the Baptist Churches of NSW&ACT (BC). The BC are structured to support and serve the local Baptist Churches of NSW & ACT, but not to direct them. This means that each Baptist Church, including TCBC, functions as an independent and autonomous Church and therefore any personal or sensitive information that is provided to TCBC is **NOT** passed on to any outside organisations.

For the purposes of privacy, there are three broad groups of people associated with TCBC:

Church Attendees

These people are either formal members of TCBC, or people who attend Church services or activities of TCBC.

Specialised Group Attendees

These are people in groups such as Boys'/Girls' Brigade, "Jesus Kingdom" (children's church), OPALs (seniors) etc. These people attend specific groups run by and associated with TCBC and may or may not be Church Attendees.

Parents/Guardians of Specialised Group Attendees

Until an attendee of a Specialised Group has reached the legal age of adulthood, 18 years of age, details of that person's Parents/Guardian may be recorded. These people may or may not be members of the other two groups.

What is personal information

Personal information is any information or an opinion (whether true or not) about an individual. It may range from the everyday and ordinary (e.g. address and phone number - information that any number of groups with which he or she is associated would record) to the very sensitive (e.g. medical history or condition - that a doctor or gym would record).

Who will be collecting sensitive and personal information

The church Pastors and their personal assistants, administration staff and various Special Group Leaders might collect such information.

How personal information will be collected

Personal information may be collected in a variety of ways including registration or enrolment forms, or in personal notes. The information collected may include names, addresses, email addresses, telephone and fax numbers, medical details, family details (including spouses, children, guardians & parents' details), and any notes taken for pastoral and counselling purposes.

What personal information will be used for

Church Attendees	To enable information about the governance, financial position etc of TCBC to be distributed to Church Attendees.
Specialised Group Attendees	To enable information about the running, co-ordination and administration of Special Groups to be distributed to Specialised Group Attendees.
Parents/Guardians of Specialised Group Attendees	To provide information that Specialised Group Attendees receive, for purposes of consistency and good communication. Most often this information will be received via the Specialised Group Attendees.

From time to time, one of the groups of people associated with TCBC may run an event or wish to communicate information that may be of interest, because of their life stage, to another group/s of people associated with TCBC. For example, an arranged Parenting Course could be of interest to parents/guardians of members of Boys/Girls Brigades. When this occurs the distribution will be approved by the TCBC Pastoral Team (Pastors and Elders).

Personal and sensitive information may be disclosed to:

The church Pastors and general leadership team (ie Elders & Deacons), administrative staff, various Special Group Leaders, IT technicians etc may from time to time have access to personal details or as in the case of IT technicians, may inadvertently view such details (while maintaining our IT network).

Access to personal information to view, edit or remove it can be gained by:

Contacting Ruth Keith (TCBC Office Administrator) on:

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 Phone: (02) 9484 0093
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 Email: office@tcbc.org.au