



Bankstown Chinese Baptist Church

PRIVACY POLICY

This privacy policy outlines how Central Baptist Church manages personal information. The church operates under the constraints of the Australian Privacy Principles as governed by the Privacy Act of 1988 (Commonwealth). The church may update or amend this policy from time to time to encompass any changes in law, practical application, or policy.

Definitions

Personal information refers to information or opinions about an individual, whether true or not, and whether recorded in a material form or not, which identifies or could reasonably identify that individual.

Collection, Holding, Use, and Disclosure of Personal Information

The table below provides detailed information on the types of information collected for the safe and smooth operation of church activities and participants, including:

- Church Visitors
- Participants in general church activities

The information obtained may be used to maintain community relations and comply with state and federal regulations.

The collection, holding, use, and disclosure of personal information are for the purpose of fulfilling the church's ministry and administrative functions. This may include but is not limited to:

- Contacting individuals as required
- Complying with legal obligations
- Assisting with insurance claims

- Maintaining a membership list and attendance records
- Conducting surveys within the church/congregation
- Registering communications and event invitations relevant to your interests and identity
- Assisting the church in working with you as a volunteer
- Keeping in touch with visitors to the church
- Using for wedding ceremonies or funerals

Sensitive Information

We only use/disclose sensitive information for the purpose for which it was collected, or for directly related purposes, unless you agree otherwise, or the law requires or allows us to use or disclose the sensitive information.

Information that may need to be collected:

	Visitors	Staff/Volunteers	Safe Church Requirements
Name	✓	✓	✓
Contact Details	✓	✓	✓
Date of Birth		✓	
Religious Belief or Denomination	✓	✓	✓
Reason for Visit	✓		
Race or Ethnicity	✓	✓	✓
Work History			✓
Health Information		✓	✓
Photo Records		✓	✓
Activity Records	✓	✓	✓
Electronic Signatures/Records/Identifiers	✓	✓	✓
Information Collected Outside of Co-Workers			
Identity Numbers such as Medical Insurance, Driver's Licence, Passport Numbers			✓
Sexual Orientation			✓
Criminal Records		✓	✓
Membership		✓	✓
Church Ministry Records		✓	✓
Work History			✓
COVID-19 Related Legal Requirements	✓	✓	✓
Additional Data from Documents			
Forms Available for Data Collection	Welcome Forms	Ministry Activities/ Projects	Screening Surveys Registration Forms Ministry Forms
Purpose of Collection	Contact Individuals Compliance with	For Administration and	Compliance with Safe Church Policy Requirements

	Legal Obligations (COVID-19)	Accountability	
Who Will Have Permission to Access Information	Congregation Pastor, Pastoral Assistant, Church Office Staff	Pastoral Team, Pastoral Assistant, Church Office Staff Ministry Leaders	Director of Pastoral Ministry or Two Members of the Safe Church Committee
To Whom Your Data May Be Disclosed to (Outside the Church)	Persons required by law or regulation	Persons required by law or persons authorised by you	Persons required by law or regulation, or persons authorised by you

*For detailed information about Safe Church requirements, please refer to the church's Safe Church Policy

**COVID-19 requirements for information collection may be subject to state and federal government regulations when collecting information

How to Access Your Personal Information

You may contact the church administration via email at:

safechurch@bcbc.org.au

Additionally, if you believe any corrections are necessary, please contact us.

How to Complain About a Breach of Privacy, and How the Church Will Deal With Complaints

Complaints about breaches of the Australian Privacy Principles may be made in writing (via email) to the church administration at:

safechurch@bcbc.org.au

We will provide you with information about how we will handle the complaint as soon as possible. The church will investigate the complaint and notify the individual of the decision and any action to be taken as soon as possible.

How We Ensure the Security of Your Data

Information in written or electronic form is stored securely by the church. All files and written documents containing personal information are handled securely. Additionally, all staff and volunteers receive regular training to ensure they comply with privacy laws.