

Privacy Policy

DOCUMENT CONTROL

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| Reference person | David Black, Michael Fox |
| Scope | This policy applies to the Management Committee, employees and volunteers of SCCF. |
| Purpose | To inform the Management Committee and employees of SCCF of our agreed approach towards information privacy. To assist team leaders in their training and care of volunteers. |
| Accessibility | This Policy will be available on GRIP, for use by Management Committee, employees, and team leaders of SCCF. |
| Associated procedure(s) | Lampstand 'Contacts Database Application Form' Lampstand 'Additional Media Release Consent' |

Guiding legislative framework

Laws regarding information privacy in Australia are primarily contained within the Privacy Act 1988 (Commonwealth) (the Privacy Act). The Act sets out 13 Australian Privacy Principles (APPs) which apply to any organization covered by the Privacy Act. The APPs govern the standards, rights and obligations around the collection, use and disclosure of personal information, an organisation's governance and accountability, and the rights of individuals to access their personal information. The state of Queensland has additional information privacy laws to those contained in the Privacy Act, however these are only applicable to the public sector, and have no bearing on SCCF.

Definitions

The following definitions are summarised from the Privacy Act:

Personal information

Personal information includes a broad range of information, or an opinion, that could identify an individual. What is personal information will vary, depending on whether a person can be identified or is reasonably identifiable in the circumstances. Examples of personal information include an individual's name, signature, address, phone number or date of birth, employee record information, photographs, etc.

Sensitive information

Sensitive information is personal information that includes information or an opinion about an individual's racial or ethnic origin, political opinions or associations, religious or philosophical beliefs, sexual orientation or practices, criminal record, health or genetic information.

Policy

Privacy Act

At the time this policy was reviewed, SCCF is *not* covered by the Privacy Act (Appendix 1) and is therefore not required to comply with the laws and APPs contained therein. Nevertheless, SCCF

acknowledges the 'spirit' of the Privacy Act, and in many cases will likely be following it to the degree that is appropriate and beneficial to do so.

Lampstand website

One of the primary ways SCCF collects, uses and discloses personal information from its congregation, is via the Lampstand website (lampstand.bcf.org.au). This website is administered by Brisbane Christian Fellowship Inc. (BCF), an affiliated association. SCCF is greatly appreciative that this invaluable website is made freely available for the use of SCCF and its congregation. BCF has differing information privacy requirements and commitments to those of SCCF. SCCF is fully supportive of BCF's obligations and is committed to diligently following any and all procedures provided by BCF regarding the use of the Lampstand website.

General considerations

SCCF acknowledges the members of its congregation as ones who willingly participate in the life and fellowship of the church. SCCF will seek to dignify and support the willing desire of the congregation to make their personal information freely available to others in the SCCF congregation and those who are connected to it, including their fellow brethren from other congregations who access the Lampstand website. SCCF will assume this approach for all attendees, employees and volunteers, unless specifically requested otherwise.

SCCF respects the privacy of individuals within its congregation. SCCF employees and volunteers will take due care and diligence in the collection, use and disclosure of personal information. For example, protective measures will include:

- the provision and maintenance of computer network security systems
- password protection on computers, mobile phones and other devices
- restricting information access to authorised personnel
- the provision and maintenance of building security systems

Associated procedures

In conjunction with this policy are supporting procedures to aid the implementation of this policy. These procedures are listed in the 'Document Control' table at the front of this policy. Please refer to these procedures after reading this policy.

Appendix 1 – Criteria requiring organisations to comply with the Privacy Act

Organisations must comply with the Privacy Act and APPs contained therein, if they fall into any of the following categories:

- it has an annual turnover of more than \$3 million
- it provides a health service (which is broadly defined) to a person (even if the organisation's primary activity is not providing that health service)
- it trades in personal information (for example, buying or selling a mailing list)
- it is a contracted service provider under a Commonwealth contract (for example, an aged care provider or a disability services provider under a Commonwealth agreement)
- it is a credit reporting body
- it operates a residential tenancy database
- it is a reporting entity for the purposes of the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth) (AML/CTF Act)
- it is an employee association registered or recognised under the Fair Work (Registered Organisations) Act 2009 (Cth)
- it is a business that conducts protection action ballots
- it is a business prescribed by the Privacy Regulation 2013
- it is related to a body corporate (for example, a subsidiary) that meets any of the above criteria (even if your not-for-profit itself does not), or
- it has opted into the Privacy Act (choosing to comply, despite not meeting any of the above criteria. NB – organisations choosing to opt-in to the Privacy Act are required to submit the necessary application form to the OAIC)