



ENGADINE & HEATHCOTE ANGLICAN

Privacy Policy

ENGADINE & HEATHCOTE ANGLICAN is a "small business" for the purposes of the Privacy Act 1988 and are therefore not subject to the National Privacy Principles. We nonetheless recognise that there is a need to establish and clarify expectations concerning how we collect personal information, who has access to that information, for what purpose, and how it is stored.

There are four primary ways we collect personal information.

1. Response slip

If you give personal information on the 'response slip', that information will be used to respond to your enquiry or feedback. Your information will not be distributed outside the church leadership unless you have specifically given permission.

2. Registration to various groups/events

When you register for particular events and/or groups, your information will be available only to the organisers of that event or group for the purpose of organising and running that event or group.

3. Visitor Enquiry Form

The personal information submitted through the 'my details' form will be used to communicate with you in line with our Church mission and vision.

4. Church Directory

Personal Information will also be distributed to other Church members upon your request and published in the online Church directory available to any Church member via Elvanto.

Banking details for direct giving and reimbursement

The personal banking information for direct giving and/or reimbursement is to be given only to the parish treasurer in either a sealed envelope marked 'treasurer only' or via e-mail to the treasurer's address. This information will be held by the treasurer and not made available to any other person, with the exception of the parish wardens in the event of an internet reimbursement transfer. Neither the treasurer nor wardens will divulge this information to any other party without your written consent.

Security and control of your information

Your information will be stored on secure computers at the Church office, and in the case of financial information on the treasurer's secure computer at his/her home. It will never be sold or disclosed to any other organisation or used for personal gain or commercial use. You are entitled at any time to see the personal information we have collected pursuant to this policy and to have that information deleted from our system in part or in whole subject to this not causing us to be in breach of our legal obligations. Please make such requests direct to the office.