



SEEDS Uniting Church
PRIVACY INFORMATION BROCHURE
August 2011

THE LEGISLATION

An act of parliament 'Privacy Act 2000' has been passed which sets out new laws in relation to all personal information collected.

The Uniting Church in Australia (SA Synod), including Seeds Uniting Church, will comply with the new law and the ten National Privacy Principles as stated below:

- collection
- use and disclosure
- data quality
- data security
- openness
- access and correction
- identifiers
- anonymity
- transborder data flows
- sensitive information

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

The Uniting Church Synod of South Australia has formulated its own Privacy Policy and Privacy Manual which details the Church's position on privacy. Seeds Uniting Church has adopted the same policy. A copy is available on request.

OUR COMMITMENT TO THE PRIVACY POLICY

We value our church members and will treat all personal information with sensitivity and confidentiality.

WHAT INFORMATION DO WE COLLECT?

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), credit card and account numbers, and any notes taken for pastoral and counselling purposes.

HOW ARE WE RESPONDING?

- We will only collect personal information if it is necessary for our mission and ministry.
- Individuals will be notified of our intended uses of the personal information at the time of collection.

- Personal information will be securely stored and not disclosed to other parties without the individual's consent.
- If you become aware that we are holding personal information which is no longer required, incorrect, or out of date, please notify us so we can amend or destroy the information. This will be done in a secure and sensitive way.

YOUR RIGHTS

If you would like to view your personal information, you should contact our Privacy Officer.

If you have any questions about the personal information the church has about you, put your concern in writing.

If your concern is not addressed to your satisfaction, then forward your concern to the Synod Privacy Officer whose address is below.

If you still feel that your concerns have not been resolved, your complaint can be sent direct to the Privacy Commissioner's office (a Federal Government Department) for their attention.

Our Privacy Officer

Paul Frisby

42 Sunnymeade Drive

Aberfoyle Park SA 5159

Phone: 8370 4672

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Synod Privacy Officer

Barry Atwell

Uniting Church In Australia (SA Synod)

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