

Donvale Presbyterian Church Privacy Policy

January 2023

Contents

1	Introduction	2
2	What Information We Collect.....	2
3	Why We Collect Information	2
4	How We Collect Information	3
5	Disclosure of Information	3
6	Security	4
7	Management of Information	4
8	Transfer of Information Outside of Australia	4
9	Enquiries	4
10	Amendments to this Privacy Policy	4

DPC Privacy Policy

1 Introduction

Donvale Presbyterian Church (DPC) is committed to protecting your privacy in accordance with the Australian Privacy Principles (APPs) extracted from the Privacy Act 1988 (as amended in 2014).

This policy outlines DPC's policy on how personal information is collected and managed.

The primary purpose of collecting this information is to enable DPC to provide pastoral care, for the running of its various ministries and to meet its legal obligations (eg child safety legislation).

2 What Information We Collect

Types of personal information and/or sensitive information DPC collects about you include, but is not limited to, the following:

- Names, Gender, Contact Details
- Family
- Status (Marital, Work, School)
- Photo
- Church Membership
- Baptism
- Safe Church
- Health/Medical
- Parental Consents

3 Why We Collect Information

DPC only collects information for the work of the church (primary purpose) as follows:

- Pastoral Care – This includes the ministry team, elders, deacons and any church members who care for, support or contact other church members.
- Church Ministries – Each ministry may require the collection of personal information to be able to contact their volunteers, attendees, and parents/guardians. This includes Youth Group, Sunday School, Connect Groups, ESL and various other ministries run by church members.
- Legal and Reporting Obligations – Child safety legislation is an example of DPC's legal obligations. DPC is required to collect mandatory personal information of a church member prior to their commencement of work with children.

DPC will not use your personal information for secondary purposes without your consent, subject to the Australian Privacy Principles.

4 How We Collect Information

DPC uses a Church Management System (CHMS) called Elvanto to store personal information ([Elvanto Hosting & Security](#)). There are various ways to collect an individual's personal information.

Provided by the Individual

- An individual can provide their own information directly into the CHMS, or using an online form¹, or via a physical form

Provided by Someone Else

- An individual can
 - > have someone else provide their information on their behalf using an online form, or via a physical form OR;
 - > contact the church office for authorised personnel to enter their information directly into the CHMS.

Provided through an Application

- Physical forms are used to collect information for specific applications such as baptisms.

5 Disclosure of Information

DPC does not share personal information with any third party without your consent (subject to the Australian Privacy Principles) unless it is legally required, such as to:

- Medical Practitioners
- Government Departments

DPC is required to disclose the information to the Presbytery when requested, as part of its oversight of the Parish. The Presbytery will not hold, use or disclose any information unless required or permitted to do so within the Australian Privacy Principles.

Within DPC, personal information is shared with the following:

- Church members who serve in ministries that require this information
- All church members have access to the Church Directory (online or physical) which shares only information individuals have consented to share.

¹ Google Form – this is a means of information collection only and not for storage purposes. Once information has been uploaded to the CHMS, the information will be deleted from Google ([Google Cloud and Australian Privacy Principles](#))

6 Security

DPC has the following practices in place to protect personal information it holds.

- (1) The CHMS is password protected and has permission controls that limit users' access. Access is authorised by the Session and the Privacy Officer.
- (2) Paper records are stored in locked cabinets.
- (3) DPC uses cloud-based services² which have their own privacy policies³ that the church believes reasonably satisfies the requirements of the Privacy Act 1988. Their servers are in Australia.
- (4) No information is intentionally provided to any person or organisation for any purpose other than those in Point 5.

7 Management of Information

DPC will ensure the information it holds is accurate and up to date by updating its records once new or additional information becomes known. Church members can either update their own information in the CHMS or inform the church office of the information to update on their behalf by authorised personnel.

Information is stored for as long as is necessary to satisfy the requirements of the Privacy Act 1988.

8 Transfer of Information Outside of Australia

DPC will not transfer personal information to any person or organisation in a foreign country.

9 Enquiries

If you would like further information about the DPC Privacy Policy, or if you would like to access to your personal information, or if you have a complaint about a potential privacy breach, please contact the [church office](#) or our [Donvale Privacy Officer](#). You may also make an enquiry or complaint by contacting the [PCV Privacy Officer](#).

This Privacy Policy is consistent with the Presbyterian Church of Victoria Privacy Policy which can be accessed [here](#).

10 Amendments to this Privacy Policy

DPC may need to update the Privacy Policy from time to time to comply with the Privacy Act.

This Privacy Policy was last updated on 26th January 2023.

² One Drive, Sharepoint and Elvanto all have servers in Australia

³ Privacy Policies - [Microsoft](#), [Google](#), [Elvanto](#)