

# **Privacy Policy**

*St Columb's Anglican Church,  
Hawthorn, Victoria, AUSTRALIA  
Approved Parish Council September 2017*



**ST. COLUMBS**  
ANGLICAN CHURCH

## **What information do we collect?**

St Columb's Church collects and stores your personal contact information, this includes your email address(es), home and mobile phone numbers and home address. We aim to keep your information as up-to-date as possible, but this is dependent on you letting us know what your latest details are. The best way to let the administration/ministry team know of any changes in your contact information is to email it to [office@stcolumbs.org.au](mailto:office@stcolumbs.org.au).

## **What do we use the information for?**

We use your information to send you emails or post you letters with news from the St Columb's Community and to phone/visit you for pastoral care.

## **How do we keep your information?**

All information is stored on the password protected St Columb's Google Apps system. The only people who can access your information in this form are the ministers and administrators on the staff of St. Columb's. These people are required by the Anglican Diocese of Melbourne to hold current working with children and police record checks.

## **Who will we share your information with?**

Every year we produce a contact list, that is distributed in paper form to each family that is a member of St Columb's Anglican Church and currently living in Melbourne. This contact list is delivered by post or in person. Some of your contact information, generally email addresses, will be shared with others involved in rostered volunteer roles in our parish. Names are also published on our rosters and in our weekly printed news sheet for the purpose of praying for members of our church.

Copies of the contact list will be made available to new members of the parish throughout each year. We will not share your information with people outside the parish but instead, we will send you their request and contact details so you may decide if you wish to contact them or not.

We will not share your information with people currently living outside Australia.

The exception to these restrictions is when we are required by Australian Law to disclose your information.

## **How you can access your information?**

If you wish to know what contact information we have for you, you can email [office@stcolumbs.org.au](mailto:office@stcolumbs.org.au) or phone the office (03) 98182193 or phone any of the ministers. Your own personal contact information will be shared with you verbally, electronically or on paper depending on your preference.

## **Can you remove your information or prevent it from being disclosed?**

Yes! Simply contact us via email, phone or in person to request we remove your information from our database or you can ask us not to share it. We ask that you allow us a reasonable amount of time to effect the changes you request.

### **How you can complain if you think we have breached your privacy?**

Please let us know if you think we have breached your privacy. This is a serious concern and will not be treated lightly. We will make our best efforts to rectify the situation as soon as possible and if you request it, the matter will be referred to the Parish Council or Wardens for further consideration or written apology.

If you are unsatisfied with our response you should contact the Office of the Australian Information Commissioner: 1300 363 992; [www.oaic.gov.au](http://www.oaic.gov.au); [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au) or GPO Box 2999, Canberra ACT 2601