



## The Privacy Policy of Woden Valley Alliance Church (WVAC)

This policy has been adopted by WVAC in order to comply with the requirements of the Privacy Act 1988 as amended. The policy should be read together with the Australian Privacy Principles (APPs) set out in the Act. A summary of the APPs is available at <http://www.oaic.gov.au/privacy>

1. WVAC will comply with the Australian Privacy Principles (APPs). If there is any inconsistency between this policy and the APPs, then the APPs will prevail.
2. WVAC will appoint a Privacy Officer who will be responsible for storing, correcting and giving people access to personal information collected about them. They will also be empowered to receive and deal with any complaint that WVAC has not complied with this policy or the APPs.
3. WVAC's procedures (whether or not they are formalised in a manual) will comply with this policy and the APPs.
4. Kinds of personal information collected and held. WVAC may collect personal information including but not limited to names, addresses, telephone numbers, email addresses, communications (e.g. emails, letters, prayer requests, phone calls and records of conversations), records of visits and pastoral matters, surveys, registration forms, volunteer applications forms and payroll, superannuation and taxation records of staff.
5. How personal information is collected and held. Personal information is generally provided by individuals but may be collected by WVAC staff and volunteers. The information may be held in paper or electronic form.
6. The purposes for which WVAC collects, holds, uses and discloses personal information. In most cases, the purpose will relate to the spiritual, pastoral, social, educational and administrative functions of WVAC.
7. How an individual may access personal information about the individual that is held by WVAC and seek the correction of such information. An individual may access and or seek correction of their own personal information by contacting the Privacy Officer whose contact details are at the end of this policy document.
8. How an individual may complain about a breach of the Australian Privacy Principles, or a registered APP code (if any) that binds WVAC, and how WVAC will deal with such a complaint. An individual may complain by contacting the Privacy Officer whose contact details are at the end of this policy document. The Privacy Officer will attempt to deal with the complaint personally and if the complaint cannot be resolved to the satisfaction of the complainant the complaint will be referred to the Board of Deacons of WVAC for further consideration.
9. Whether the entity is likely to disclose personal information to overseas recipients. Personal information is unlikely to be disclosed to overseas recipients. Note that some personal information may be stored 'in the cloud' and that this may be overseas.

WVAC's Privacy Officer is Mrs Antoinette Hildebrandt who can be contacted on (02) 6287 2033 or [office@alliancechurch.com.au](mailto:office@alliancechurch.com.au)