

# Privacy Policy

*This document must be read in conjunction with the National Privacy Principles*  
<http://www.privacy.gov.au/materials/types/infosheets/view/6583>.

1. Canberra Baptist Church (CBC) collects personal information about people during the course of their association with the church, primarily for administration, duty of care and pastoral care.
2. Some of the information collected is to satisfy our legal obligations, particularly to enable us to discharge our duty of care with vulnerable people and children.
3. CBC may, from time to time, disclose information to others for administrative and duty of care purposes. This includes disclosing information to the Baptist Union of New South Wales, other churches and people providing services to the church.
4. Personal information may also be accessed and used by the Baptist Union of NSW to analyse trends and statistical reports for use in developing programs and management of the churches of NSW and ACT as a whole.
5. Personal information may be disclosed as necessary on a confidential basis to CBC staff, deacons and leaders for the purposes of church business or where the law requires the Church to do so.
6. On occasions, personal information will be published in the church roll, church directory, weekly bulletins, newsletters, rosters, magazines, minutes of meetings, training programs and prayer requests.
7. Members and adherents may seek access to personal information collected about them by contacting CBC in writing. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the church's duty of care, or where other family members have provided information in confidence.
8. CBC will not disclose personal information to third parties for their own purposes without consent.
9. Photographs and videos may be taken at church events. CBC will not display these in public places or in the church's electronic media without written permission from all identifiable persons. Permission from parents/guardians will be required for those young people under the age of 16. Photographs and videos will not be distributed by electronic means without permission and permissions are for the one-off use.
10. CBC will endeavour to protect personal information that it holds in paper or electronic form. All records will be kept in a secure location, including backup files. When sending emails to multiple recipients, addresses will be 'blind copied' if one of the recipients is not a member of the congregation or has chosen non-release of information under Section 11 below.
11. Members and adherents not wishing personal information to be released need to contact CBC in writing immediately. Non-release of information includes any mention of names in the weekly church Bulletin, membership lists, church directory, etc. By not contacting CBC in writing, it is agreed that the information as outlined may be released as appropriate. There are no provisions for exceptions; either the policy is accepted in full or not.
12. Silent telephone numbers will not be released.
13. By continuing to attend CBC, members and adherents consent to the use of personal information as detailed in this policy.