
Andrews Farm Community Church (hereafter referred as AFCC) has made a commitment to adhere to the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Privacy Amendment Act), and the Australian Privacy Principles that are contained in the Act, listed below:

APP 1 - Open and transparent management of personal information

APP 2 - Anonymity and pseudonymity

APP 3 - Collection of solicited personal information

APP 4 - Dealing with unsolicited personal information

APP 5 - Notification of the collection of personal information

APP 6 - Use or disclosure of personal information

APP 7 - Direct marketing

APP 8 - Cross-border disclosure of personal information

APP 9 - Adoption, use or disclosure of government related identifiers

APP 10 - Quality of personal information

APP 11 - Security of personal information

APP 12 - Access to personal information

APP 13 - Correction of personal information

Further information on the Principles is contained within the legislation, or from the Office of the Australian Information Commissioner (www.oaic.gov.au/).

Activities relating to the church gives rise to numerous uses of personal information within AFCC.

Personal information may be collected in a variety of ways including contact notes, 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 and parents' details), and any notes taken for counselling purposes.

AFCC only collects personal information which is necessary for their activities, and in particular only collect sensitive information where it is consented to by the individual, or their parent or guardian.

Sensitive information is only shared where the churches have a belief that its use/disclosure is necessary to prevent threats to health, life or safety to any individual.

Personal information is not shared without the prior consent of the individual. It is not distributed to any organisation which is not associated with AFCC.

All personal information (in physical format) is stored in secured containers within secured offices. All personal data in an electronic format is stored in a password secured system.

All paper containing personal data is disposed of by shredding. All electronic storage devices containing personal data are destroyed when no longer required.

Individuals may access their personal data, which is held by AFCC, by notifying the Privacy Policy Contact person of AFCC in writing of their request. AFCC will acknowledge the request within 14 working days and arrange a time for viewing the data. Information which is out of date or incorrect will be updated upon written request, or the applicant will be notified of the reason why the information will not be updated.

AFCC may send out newsletters and other information including information from different associated bodies from time to time. If an individual does not want to receive any of this type of information, they should notify AFCC Privacy Policy Contact person in writing of their desire not to receive any further information.

Any correspondence relating to any privacy related matters should be addressed to the Privacy Policy Information Contact Person.

AFCC Privacy Policy Contact person.

Roger Smith.