



## **COME TO JESUS CHURCH PRIVACY POLICY**

### **YOUR PRIVACY IS IMPORTANT TO US**

How we collect, use, exchange, and protect your personal and sensitive information is important to you. That's why Come to Jesus (CTJ) Church is committed to ensuring the privacy of all information it collects.

CTJ Church is bound by the *Privacy Act 1988* (Privacy Act). If there is any inconsistency between the CTJ Church Privacy Policy and the Privacy Act, then the Privacy Act prevails.

In keeping with this legislation and all other relevant instruments, this Privacy Policy sets out CTJ Church's practice in the collection, use and disclosure of personal and sensitive information.

### **INFORMATION WE COLLECT**

CTJ Church is required to gather and record certain personal and sensitive information in the course of regular CTJ Church Programs. The information collected includes (but is not limited to):

- Personal and contact details;
- Employment history;
- Medical history;
- Educational background;
- Information necessary for working with children and child protection requirements;
- Records of financial giving/donations; and/or
- Credit card and bank details.

CTJ Church will treat any collected information with utmost confidence and will only collect relevant information where necessary and where permitted by law. However, If CTJ Church receives any unsolicited personal information, which could have been obtained in the normal course of any CTJ Church Program, we may retain in our records and use this information in compliance with this Privacy Policy, CTJ Church's Safe Church Policy, and any applicable State and/or Federal law. In the event that any unsolicited personal information that CTJ Church receives beyond the normal course of any CTJ Church Program, it will be destroyed or de-identified as soon as practicable, provided it is lawful and reasonable to do so.

### **SENSITIVE INFORMATION**

Some of the information collected by CTJ Church is classified as sensitive information. This would include any information contained in confidential communications (such as emails) and any information on an individual's:

- Health;
- Disabilities;
- Financial background;
- Racial or ethnic origin;
- Religious beliefs;

- Sexual preferences;
- Professional and practice information; or
- Criminal background.

As the Privacy Act protects your sensitive information, any sensitive information is only collected, used, and retained to satisfy legislative requirements or to comply with specific circumstances. If, however, CTJ Church in the course of any of its Programs is required to collect health information, it may be collected from the individual directly or from a third party such as a medical practitioner (doctor, psychologist, counsellor, etc.). In this instance, CTJ Church will ensure that the specific purposes of the use and disclosure of the health related information are explained in advance and will obtain the individual's consent prior to collecting any information of this kind.

### **ANONIMITY**

CTJ Church respects the right of individuals to remain anonymous in their dealings with the church or any CTJ Church Representative. We will accommodate a request for anonymity as long as it is practicable and legal to do so.

### **HOW WE USE YOUR INFORMATION**

Any collected personal and sensitive information will not be used for any purpose other than the purpose that it was collected for, except when:

- the individual consents to the use and disclosure of the information for any other purpose;
- the individual would reasonably expect CTJ Church to use or disclose the information for any other purpose; and
- the use and disclosure of the information is absolutely necessary for any legal or compliance purposes.

CTJ Church will not sell or disclose personal and sensitive information to third parties except as provided in this Privacy Policy, the CTJ Church Safe Church Policy and where the disclosure is absolutely necessary and could be reasonably expected. CTJ Church will never share newsletter mailing lists with any third parties, including advertisers, sponsors, and/or partners.

Personal and sensitive information will not be used for direct marketing, unless CTJ Church collected the information from the individual and they would reasonably expect CTJ Church to use or disclose the information for that purpose. In this case, an individual may request not to receive any direct marketing communications by contacting the office of CTJ Church. (contact details below).

Some examples of the need to use personal and/or sensitive information during the course of general CTJ Church Programs would be:

- Website enquiries;
- Web mailing lists;
- New member registration;
- Church and ministry updates;
- Providing Connect Group information;
- Youth or Kids Ministry rosters;
- Pastoral department records; and
- Updating contact details as required.

CTJ Church may disclose any personal or sensitive information as required and permitted by law if such disclosure is in compliance with CTJ Church's Safe Church Policy.

CTJ Church may also exchange and disclose any information with government and law enforcement agencies or regulators and/or entities established to help identify, prevent, detect, investigate, prosecute, and punish criminal activities.

CTJ Church will only collect, retain, and use personal and sensitive information about an individual for any purpose necessary to conduct any of the CTJ Church Programs or if an individual has consented to the collection, retention, and use otherwise permitted by the Privacy Act.

### **SECURITY AND ACCESS TO ANY INFORMATION COLLECTED**

CTJ Church is committed to maintaining a secure environment for all personal and sensitive information collected, used, or disclosed. We will take all reasonable precautions to protect data from loss, misuse, interference, unauthorised access or disclosure, alteration, or destruction.

CTJ Church will take reasonable steps to keep all personal and sensitive information secure and will, subject to the Privacy Act, comply with any request from an individual to correct or remove his or her information.

Personal information will not be retained any longer than is necessary and will only be retained for the maximum period specified by legislation. Once we no longer need the information for any purpose, we will take such steps as are reasonable in the circumstances to destroy or de-classify the information in a lawful and secure manner.

Access to either paper-based or computerised records will only be granted to any CTJ Church Representative where there is a demonstrated need for this access in accordance with their duties.

Paper-based records containing personal information are filed in secure environments. Cabinets that hold personal information are locked so as to prevent unauthorised access to the records. Any personal and sensitive information collected via CTJ Church's website will be done by sufficiently secure means. All IT systems are password protected and comply with standard security protocols.

CTJ Church will provide access to information to any law enforcement agency or other government agency if required.

### **SPECIFIC WEBSITE USE AND INFORMATION**

CTJ Church may place a text file called a "cookie" in the browser files of a user's computer. The cookie itself does not contain personal information, although it will enable CTJ Church to relate use of the church website to information that an individual has specifically and knowingly provided. The only personal information a cookie can contain is information that the individual has given. CTJ Church uses cookies to track user traffic patterns to better track site usage and page click rates.

Our website may contain links to other (third party) websites. This Privacy Policy does not apply to any linked third party websites.

### **COMPLAINTS AND ENQUIRIES**

Any complaints or enquiries about this Privacy Policy or CTJ Church's collection, retention, use, disclosure, and/or management of any private and sensitive information can be made by contacting CTJ Church's office. A copy of this Privacy Policy can also be requested by contacting CTJ Church's office.

Complaints about how CTJ Church collects, retains, and uses your personal and sensitive information can be made by completing and filing an Incident Report Form. We will acknowledge receipt of the complaint within 7 days. All complaints and enquiries will generally be treated with utmost confidence and urgency. If CTJ Church is unable to provide a final response within 42 days, we will contact you to explain why and discuss a timeframe to resolve the complaint.

If you are not satisfied with how we handle your personal and sensitive information, you may contact the Office of the Australian Information Commissioner.

### **TERMS OF USE**

All content on [www.cometojesus.com.au](http://www.cometojesus.com.au) and affiliated sites are copyright of CTJ Church. Contact [info@cometojesus.com.au](mailto:info@cometojesus.com.au) for help, queries, or suggestions.

### **RESOURCES AND CONTACT DETAILS**

*Privacy Act 1988*

<https://www.legislation.gov.au/Details/C2019C00025>

*Come to Jesus Church*

Office Address: 8/62 Owen Street, Glendenning NSW 2761

Postal Address: PO Box 409, Plumpton NSW 9761

Telephone Number: 02 8809 7877

Email Address: [info@cometojesus.com.au](mailto:info@cometojesus.com.au)

*The Office of the Australian Information Commissioner*

Postal Address: GPO Box 5218 Sydney NSW 2001

Telephone Number: 1300 363 992 (General Enquiries)

Email Address: [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)

Website: [www.oaic.gov.au](http://www.oaic.gov.au)

***This Policy has been approved by the Spiritual Council of Come To Jesus Christian Fellowship (ABN 35 082 029 201).***