

JOHNSONVILLE UNITING CHURCH

PO Box 13-594, Johnsonville
The Terrace Centre, 18 Dr Taylor Tee, Johnsonville
Office: (04) 478 3396, Minister (04) 478 8072, Fax (04) 478 8036

POLICY ON PRIVACY OF INFORMATION

1 PURPOSE

To promote and protect individual privacy and to establish certain principles for the collection, use and disclosure of information and the rights of access to information by individuals.

2 POLICY

- 2.1 The Parish Council Secretary will act as the Privacy Officer for Johnsonville Uniting Church (JUC) on behalf of the Parish Council.
- 2.2 JUC will collect personal information only for a lawful purpose connected with the church's activities providing the information is necessary for that purpose.
- 2.3 JUC will only collect such information directly from the individual concerned unless the individual authorises the collection of the information from someone else.
- 2.4 JUC will not collect personal information by unlawful or unfair means or by any means that would intrude to an unreasonable extent upon the privacy of the individual concerned.
- 2.5 JUC will ensure that personal information that the church holds is kept secure against loss or unauthorised use, modification or disclosure.
- 2.6 JUC will make any personal information that the church holds about an individual available to that individual on request.
- 2.7 An individual is entitled to request that any personal information held by JUC be corrected.
- 2.8 JUC will take all reasonable steps to make sure that any personal information the church proposes to use is accurate, up-to-date, complete, relevant and not misleading.

- 2.9 JUC will not keep any personal information for longer than is required for the purposes for which the information was intended.
- 2.10 JUC will only use personal information for the purpose for which it was obtained.
- 2.11 JUC will not disclose personal information about an individual to any other person.
- 2.12 JUC will observe the limitations in using any identification number that may have been given to an individual by another agency.
- 2.13 The disposal of any personal information will be done in a way that protects the privacy of the individual concerned.

3 COMPLAINTS

- 3.1 Any complaints relating to a breach of privacy will be directed to the Parish Council and a record of the complaint made. Serious complaints should be in written form.
- 3.2 If the complaint could present a risk to JUC an incident report (see 8.1 of the Compliance Manual) should be sent to the Forum of Co-operative Ventures immediately the complaint is received.
- 3.3 Complaints will be investigated within 21 days.
- 3.4 The complainant will be informed of the outcome of any investigation and an attempt made to resolve the complaint to ensure there is no repetition of the cause of the complaint.

4 REVIEW

- 4.1 This policy will be reviewed at least every two years by 30 June.

Approved *Graham Cochran*

Johnsonville Uniting Church Parish Council

Date *28 May 2003*