



Empower Church Privacy Policy

Version 1.0

Last updated: 15 November, 2021

Empower Church is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.oaic.gov.au.

Collecting Information

Empower Church collects personal information from church attendees, visitors, staff, and other individuals primarily for the purpose of providing personal ministry to those individuals, to administer their engagement with the Church and ministries (including any volunteer activities) and to provide information about the Church's events and ministries. Without personal information, it is not practicable for the Church to provide such services to individuals.

The main types of information that the church collects are name and contact details and where applicable, pastoral history. Our records may also include details of events, services and volunteer activities in which the person has participated, and some personal, pastoral and spiritual history.

We collect most of this information directly from those individuals, such as when someone attends a Church meeting, personally provides information to a Church staff member, leader or volunteer, or fills in a communication card.

Using and Disclosing Personal Information

Empower Church does not disclose personal information to external individuals or organisations without consent. Only Church staff, leaders and selected volunteers access the information in order to use it for the purposes for which it was collected. The circumstances when we might disclose this information include:

- when required by law
- it is necessary for the purpose for which the information was collected such as providing booking details to a retreat organisation
- when it is necessary or desirable to protect the personal or spiritual safety or welfare of the individual or another person
- a change in the church's organisational structure makes it necessary

Like most organisations, from time to time the Church may use contractors who could have access to personal information on our systems, such as IT technicians. Any contractors who have access to



PO Box 545, Doncaster, Melbourne, 3108
admin@empowerchurch.co | www.empowerchurch.co

personal information relating to the church attendees are required to adhere to the Privacy Act and not to keep this information or use it for any unauthorised purposes.

Let us know if you are receiving unwanted contact

If you are receiving correspondence from the Church and do not wish to receive this information any longer, please contact us and ask to be removed from the particular distribution list or choose the unsubscribe link at the bottom of the relevant emails.

Accessing the information we keep about you

If at any time you want to know exactly what personal information the Church holds about you, you can request access by contacting the Church office. We may refuse to provide access if we are permitted to do so by law (e.g. Australian Privacy Principle 12.3). You will be asked to provide identification to ensure only relevant information is given.

Changing or deleting the information we have about you

If at any time you wish to change personal information that is inaccurate or out of date, we would ask that you please contact the Church office by email and we will amend this record. If you wish to have your personal information deleted, please contact the Church office and we will take all reasonable steps to delete it unless we need to keep it for legal reasons.

Storage and security of your personal information

Empower Church endeavours to take all reasonable steps to keep the information that we hold concerning individuals secure. Access to personal information is restricted to authorised staff, leaders and select volunteers at the Church and our information systems are protected by password security. Confidential files relating to pastoral care and counselling are kept secured by the responsible staff member or counsellor and are only shared with other leaders or staff members on a “need to know” basis.

What to do if you have a problem or question

In the event that we become aware of any ongoing concerns or problems concerning our privacy practices, we will take these issues seriously and work to address these concerns. If you have any further queries relating to our Privacy Policy, or you have a problem or complaint, please contact us at the Church office:

Empower Church
PO Box
Doncaster VIC 3108

admin@empowerchurch.co

ph: 1300 137 180

Future changes

The Church reviews and updates its policies as required. In the event that any part of the Church’s Privacy Policy is changed, the updated policy will be available on the Church website or by contacting the Church office.



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