

# Panania Anglican Church Privacy Policy

Panania Anglican Church is exempt from the requirements of the Privacy Act as a “small business”. However, to respect your privacy, we will seek to deal carefully with any Personal Information we collect and retain in the manner set out in this policy.

Panania Anglican Church (publisher of website [www.pananiaanglican.com.au](http://www.pananiaanglican.com.au)) respects your right to privacy and is committed to dealing with your Personal Information carefully and responsibly.

This Policy sets out how we will handle your Personal Information and the choices you can make about the way your Personal Information is collected and used by us.

This policy uses the following terms:

- “Panania Anglican” and “we” or “us” refer to Panania Anglican Church.
- “You” and “your” refer to any individual church member.
- “Elvanto” refers to Elvanto Church Management Software, the cloud-based church management system used by us. See <https://elvanto.com>.
- “MYOB” refers to MYOB, the cloud-based accounting software. See <https://myob.com>

## WHAT IS PERSONAL INFORMATION?

‘Personal Information’ is information or opinion about an identified individual or an individual who is reasonably identifiable. Some Personal Information may be sensitive information.

‘Sensitive information’ is information that identifies an individual’s racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences or practices, criminal record or health information. We do not collect sensitive information about you unless you specifically choose to volunteer it to us.

## HOW DO WE COLLECT PERSONAL INFORMATION?

We collect and retain information needed for the ministry and related activities of Panania Anglican Church by fair and lawful means, such as in the following situations:

- You attend a Panania Anglican event/church service and provide us with your Personal Information.
- You contribute financially to support the ministry of Panania Anglican (NB – no financial details are stored in Elvanto or MYOB, refer below for further details).
- As a parent or guardian, you provide Personal Information relating to a child (under 18 years) who attends one of our events/church services.
- As a church member, you register to Elvanto, our church management system, and provide your contact details, join groups, volunteer for ministries, etc.
- You provide contact details to a ministry leader, for example, your growth group leader, for the purpose of coordination of that ministry.

We may ask for general information about you such as your name, address and other details so that we can contact you, provide services to you, or for the purpose of your participation in church activities. The information collected may include some sensitive information such as health information and so forth.

Where practicable, the reason for collecting Personal Information will be made clear at the time of collection. We will only collect sensitive information about you and/or your children with your consent and where such information is reasonably necessary or directly related to one or more of our functions or activities.

You are not required to give us any Personal Information. However, if you do not provide us with certain information we may not be able to provide you with access to some of our services or allow you to participate in some of our activities.

#### **WHERE IS PERSONAL INFORMATION STORED AND HOW IS IT PROTECTED?**

Most Personal Information we collect is stored in Elvanto.

Some personal information, primarily related to reimbursement of ministry costs paid by a church member, are stored in MYOB.

Information related to online giving is limited to the payment amount and description, visible to us in bank statements we receive from our bank.

Elvanto and MYOB both use numerous methods to protect the data they store including encryption, access control systems such as firewalls, and other computer and network security systems. For details of their privacy policies go to:

- Elvanto: <https://www.elvanto.com/privacy/privacy-policy>
- MYOB: <https://www.myob.com/au/privacy-policy>

We take all reasonable steps to ensure the Personal Information we hold about you is relevant, not excessive, accurate and up-to-date. We rely on you to update your basic information in Elvanto as it changes from time to time.

#### **WHAT TYPES OF PERSONAL INFORMATION DO WE COLLECT AND HOLD?**

We collect personal information necessary to facilitate your participation in the activities of the church and to care for you pastorally. This includes, but may not be limited to:

- Name
- Phone number(s)
- Home address
- Email address
- Images of you
- Medical information relevant to your participation in church ministries and events, eg. Asthma, anaphylaxis, epilepsy, etc.
- Information required for compliance with the Child Protection (Working with Children) Act 2012 (NSW). See <https://legislation.nsw.gov.au/view/pdf/asmade/act-2012-51>.

#### **WHO HAS ACCESS TO PERSONAL INFORMATION?**

The ministry staff, administrative staff, Wardens and Parish Council of Panania Anglican and those authorised by the Senior Minister have access to the information collected and retained for ministry and related activities of Panania Anglican.

Church members have access to the information you permit to be included in the church directory in Elvanto.

Leaders of ministry groups you are in have access to contact information in Elvanto.

## **HOW IS PERSONAL INFORMATION USED AND DISCLOSED BY US?**

We use information only for the purposes we disclosed at the time of collection, for any other purpose that would be within our reasonable expectations, or otherwise as set out in this Privacy Policy. We will not use your information for any other purpose without first seeking your consent, unless authorised or required by law.

Generally, we will only use and disclose your Personal Information as follows:

- to maintain a record of your involvement and attendance.
- to facilitate your participation in the activities of Panania Anglican.
- to coordinate participants of ministries and church groups with which you are involved.
- to care for you pastorally.
- to register you for events or conferences.
- to answer your questions.
- to maintain a published church directory; you can choose to decline being listed in the directory, or limit the information published in relation to you and members of your family.
- to keep you informed of church news and new developments that may be of interest to you via a regular electronic newsletter (if we contact you this way, you will have the opportunity to decline any further such communications).
- To inform Emergency Service Organisations (e.g. Police, Ambulance, Hospitals) in an emergency. This may include Next of Kin and pre-existing health condition details if known.

## **HOW DO YOU VIEW OR CORRECT PERSONAL INFORMATION WE HAVE ABOUT YOU OR YOUR CHILDREN?**

You have access to the Personal Information you provide in Elvanto and can keep it up to date, limit access to it, or delete it as you see fit.

We will provide you with access to your Personal Information on request. Please contact the wardens or email us at the address below.

## **HOW CAN YOU REQUEST THE DELETION OF YOUR PERSONAL INFORMATION OR RECEIVING COMMUNICATION?**

You have the right to opt out of promotional mailings/emails or to have your Personal Information deleted. If you do not wish to receive further communication from us or would like us to delete your Personal Information, please email us at the address below. We will comply with your request unless we need to retain your Personal Information for the purposes it was provided, or to comply with the law.

## **COMPLAINTS**

We are committed to dealing quickly and appropriately with any complaint made under this Privacy Policy. If you are concerned about any possible non-compliance with this policy or that your privacy may have been compromised, please contact us in writing immediately, setting out your concerns. Please include a daytime telephone number where we can contact you. We will aim to get back to you within five working days.

Write to:

The Wardens

Panania Anglican Church

4-6 Lambeth St

Panania 2213

[wardens@pananiaanglican.com.au](mailto:wardens@pananiaanglican.com.au)