

## **PRIVACY POLICY - MINTO ANGLICAN CHURCH**

Anglican Parish of Minto ABN 59 947 123 662

Minto Anglican Church cares about your privacy and the security of your personal information. Although churches like ours may be exempt from the Privacy Act 1988 as a "small business", we are committed to handling your information responsibly and respectfully.

This policy outlines how we collect, use, store, and protect your personal information:

### **1. Collection of Information**

We collect personal information that helps us support your involvement in the life and ministry of Minto Anglican Church.

The kinds of personal information we may collect include:

- Your name, contact details, and family members
- Information related to your participation in church activities
- Sensitive information such as health needs, prayer points, or religious beliefs (only when necessary and with care)

Where possible, we will explain why we are collecting your information at the time we ask for it. Providing your personal information is always optional. However, if you choose not to provide certain details, we may not be able to include you in some activities or services.

### **2. Use and Disclosure of Information**

We use the personal information you provide for purposes such as:

1. Keeping a record of your attendance or involvement
2. Enabling your participation in church activities and ministries
3. Providing pastoral care and follow-up
4. Responding to your questions or requests
5. Communicating church news and upcoming events

We will not share your information for any purpose outside the church unless:

- You have given your consent, or
- We are required or authorised to do so by law.

We will not publish or share sensitive information (such as health concerns or personal struggles) in bulletins, newsletters, or services without your permission (or permission from a responsible parent or carer, where appropriate).

### **3. Use of Images and Media**

From time to time, photos or videos may be taken during church services, events, or programs. These may be used for:

- Church social media channels
- The Minto Anglican Church website
- Service recordings or promotional materials

We are committed to using images respectfully and in a way that supports our church community. If you do not wish for your image (or your child's image) to be used, please let us know at any time and we will do our best to ensure your preferences are respected. We will always seek specific permission when using close-up photos, video interviews, or names alongside images.

#### **4. Information Quality and Security**

We will take reasonable steps to:

- Ensure the information we hold about you is accurate and up to date
- Keep your information safe from loss, misuse, or unauthorised access

Access to personal information is restricted to those in ministry roles who need it to carry out their responsibilities.

#### **5. Accessing or Updating Your Information**

You are welcome to request access to the personal information we hold about you. If any of your details change or are incorrect, we'll gladly update them.

If you ask us to delete your information, we will do so unless we need to retain it for lawful or practical reasons (e.g. to meet church governance requirements).

To make a request, please contact one of the Church Wardens or speak to a member of staff.

#### **6. Questions or Concerns**

If you have any questions about this policy, or concerns about how your information has been handled, please speak with the Wardens or contact the church office. We will treat all enquiries confidentially and do our best to resolve any concerns quickly and respectfully.

#### **Contact Us**

Minto Anglican Church | Email: [contact@mintoanglican.church](mailto:contact@mintoanglican.church) | Phone: (02) 9603 4425

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