

## **WESTCITY CHURCH**

### **POLICY DOCUMENTATION**

# **PRIVACY POLICY**

#### **The Goal**

The purpose of the Privacy Policy, as part of the broader Westcity Healthy Church Framework, is to ensure that the Westcity community volunteers are empowered in a way that is congruent with Westcity mission and values, whilst adhering to relevant legislation and Churches of Christ WA guidelines.

#### **The Vision**

Westcity Church, within the Healthy Church Framework seeks to be an authentic, healthy church community that supports the work of the Holy Spirit in transforming individuals to become 'More like Jesus'. The Westcity community aspires to be a safe space where individuals in all stages of faith are able to rest, heal, grow, to recognize and practice their God given gifts and talents to the benefit of the wider community.

The Church expects everyone who is part of the Church community to honor the Church's commitment in this Policy and to work with the Church in achieving a safe learning and working environment. This Policy applies to behavior, even if it occurs off church premises and outside of church hours where, in the Westcity Board and Executive Leader's reasonable opinion, there is a connection between one or more of those involved and the Church.

### **The Aim**

Westcity respects your right to privacy and will uphold your rights to privacy protection under the National Privacy Principles contained in the Privacy Act 1988 (as amended).

### **Collection of Information**

Westcity may collect information for the purposes of church activities such as your name, address, email address, phone number, date of birth, volunteer role with us, your occupation, credit card or financial information and video or photographic footage, with your permission. We may also collect information where we are required to do so by law (e.g. your superannuation and tax details).

### **Use and Disclosure of Information**

We use the information only for the purposes we have disclosed at the time of collection, or otherwise as set out in this Privacy Policy (unless authorized or required by law). Generally, we will only use and disclose your personal information to provide services to you that you have requested, to maintain attendance records or to keep you informed of church events or related topics (in accordance with the Spam Act 2003).

To request access to the personal information that the Church holds about you or to update your information please contact the Executive Leader.

### **Data Security**

We will take reasonable steps to keep secure the personal information which we hold and to protect it from unauthorized disclosure and misuse.

We may record videos and images of services and church activities from the purpose of teaching or promotion. By attending these services and activities you consent to the church taking these videos and images and using them for these mentioned purposes.

### **Review of Policy**

The Executive Leader is to ensure that this policy is regularly monitored and revised in the light of legislative or best practice changes.

In any event, the Board is to review this policy every three years.