

Privacy Policy

Your Privacy Matters

Inglewood Community Church Inc. ("we", "us", "the church") respects your right to privacy. We are committed to protecting your personal information in accordance with the Privacy Act 1988 (Cth), Privacy Amendment (Enhancing Privacy Protection) Act 2012, and the Australian Privacy Principles.

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

What Information Do We Collect?

We only collect information that is reasonably necessary for our ministry and community activities.

1. **General Personal Information:** This includes your name, address, and contact details.
2. **Volunteer Details:** If you serve as a volunteer, we may collect additional information such as Working With Children Check (WWCC) status and expiry details.
3. **Financial Information:** If you give electronically, we record transaction details. We use secure payment gateways and do not retain credit card details.
4. **Health Information:** We may collect specific health information related to allergies and dietary requirements.
5. **Religious Beliefs:** Under Australian law, information about your religious beliefs is considered sensitive information. Your attendance and participation in the activities of the church implies this information.

How We Collect and Use Your Information

6. **Collection of Information:** We collect information directly from you when you fill out a Connect Card, register for an event (e.g., Toddler Jam, Sync Youth), join a volunteer roster, or donate.
7. **Use of Information:** We use it to provide pastoral care, ensure safety, process offerings, perform general administration, and keep you informed about church activities.
8. **Photography & Livestreaming:** Our Sunday services and events are livestreamed. As sign-posted, it is a condition of entry that you consent to potentially being recorded. We will not post close-up photography of children on social media without parental consent.

How We Protect Your Information

We take reasonable steps to keep your information secure.

9. **Digital Records:** Stored in secure, password-protected digital platforms (e.g., Microsoft Teams, Planning Center).
10. **Physical Records:** Kept in locked storage at 10 Cleveland St and destroyed when no longer needed (as per our *Records Management Policy*).
11. **Access:** Sensitive pastoral information is restricted to designated pastoral staff.
12. **Transfer of Personal Information Overseas:** To provide our services, we use reputable third-party cloud-based software primarily located in the United States of America (e.g., Planning Center, Microsoft, and Square). By providing your personal information, you consent to this information being transferred overseas. While we vet our providers, we are not responsible for their direct compliance with the Australian Privacy Act.

Managing Your Information

13. **Requests:** You may contact us to request visibility of, update to, or deletion of your information. Wherever practicable, and subject to legal record-keeping requirements, we will take reasonable steps to fulfil your request.
14. **Opt-Out:** You can unsubscribe from church communications at any time via the "unsubscribe" link in the communication or by contacting us directly.

Contact Us

15. **Questions & Complaints:** If you have questions about this policy or a complaint about our information handling practices, please contact church@inglewoodchurch.org.au. We will respond to complaints within 30 days. If you are unsatisfied with our response, you may contact the OAIC at www.oaic.gov.au.

This policy is updated periodically, and the current version is available at www.inglewoodchurch.org.au.