

# PRIVACY POLICY AND DATA PROTECTION

**One Jesus International Conference (OJIC)** is committed to ensuring the privacy of all information it collects. We are committed to using your personal information (information or an opinion which can reasonably identify you), responsibly.

OJIC is bound by the Commonwealth Privacy Act, 1988 and the 13 “Australian Privacy Principles” contained in Schedule 1 of the Commonwealth Privacy Amendment (Enhancing Privacy Protection) Act 2012, which amends the Privacy Act, 1988. The Payment Card Industry Data Security Standard (PCI DSS) also applies to OJIC and is complied with when we manage your personal information. In keeping with these legislations, this Privacy Policy sets out OJIC’s practice in the collection, use and disclosure of personal information.

This Privacy Policy explains why and how OJIC will collect, use, disclose and store your personal information and what to do if you have questions, concerns, or complaints. We will occasionally and when required update this policy and will outline the update and date history on this policy. Remember, you are in control of the personal information you provide to us. Most personal information we collect comes from you and you can request to change or access your details at any time.

In keeping with this legislation, this Privacy Policy sets out OJIC’s practice in the collection, use and disclosure of personal information.

## 1. Information Collected

OJIC is required to gather and record certain personal and private information in the course of regular church activities. The information collected includes (but is not limited to);

- Personal and contact details, such as name, age, gender, address in Australia and overseas (as applicable), email address and telephone numbers;
  - Employment history (as appropriate);
  - Medical history;
  - Educational background;
  - Information necessary for working with children and child protection requirements;
  - Records of financial giving/donations; and/or
  - Credit card and bank details.
- OJIC will treat this information with the strictest of confidence and only relevant information is collected where necessary.

## 2. How Information Is Collected

Where reasonably possible, OJIC will only collect information from the individual to whom it relates. This will be collected in the following methods;

- From official OJIC forms;
- Direct personal contact, telephone, email, letters, social media messages or other forms of communication;
- Website enquiries;
- Conference or events enquiries and registration forms;
- Online donations and giving;
- Voice or image recordings, including the recording of church services or events;
- Voluntary submissions to receive electronic newsletters or advertising relating to events; and/or
- Statistical information gathered through aggregated tracking to the OJIC website (without identifying specific individuals).

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If OJIC receives any unsolicited personal information, which could have been solicited in the normal course of its activities, it may use this information in compliance with this Policy and applicable law. However, any unsolicited personal information that is received by OJIC that would not otherwise have been collected in the course of normal event registration activities will be destroyed or de-identified as soon as practicable, provided it is lawful and reasonable to do so.

### **3. Sensitive Information**

Some of the information collected by OJIC is classified as sensitive information. This would include any information contained in confidential communications (such as emails) and any information on a person's health; disabilities; financial background; racial or ethnic origin; religious beliefs; sexual preferences; professional and practice information; or criminal background. Sensitive information is only collected to satisfy legislative requirements or to cater to special needs. If OJIC is required to collect health information in the course of event and/or conference activities, it may be collected from the individual directly, or from a third party such as a medical provider (doctor, psychologist, counsellor, etc.). In this event, OJIC will ensure that the specific purposes of the use and disclosure of the health-related information are explained in advance and will obtain the individual's consent prior to collecting any information of this kind.

### **4. Use of Information Collected Personal**

information that is collected for a particular purpose will not be used for any other purpose. The only exceptions to this are if the individual consents to the use and/or disclosure of the information for another purpose. The individual would reasonably agree for OJIC to use and/or disclose the information for another purpose, or legal and compliance related matters.

OJIC will not disclose or sell personal information to third parties except as provided in this Policy where the disclosure is absolutely necessary and would be reasonably expected.

### **5. Security of Information Collected**

OJIC is committed to maintaining a secure and safe environment for all personal information collected, used, or disclosed. OJIC will take reasonable action to protect data from loss, misuse, interference, and unauthorised access and/or disclosure, alteration or destruction.

Personal information is not retained any longer than necessary and will only be retained for the period specified by legislation. Once OJIC no longer requires the information for any purpose, it will take the necessary steps to destroy or de-classify the information in a lawful and secure manner. OJIC will also ensure that reasonable steps are taken to correct any outdated personal information once we have been made aware that the information is incorrect.

Access to either paper-based or computerized records will only be granted to OJIC where there is a demonstrated need for this access in accordance with that staff member's duties or responsibilities. No other staff or external organisation will be entitled to access this information. All IT systems are password protected and comply with standard security protocols.

Paper-based records containing personal information are filed in secure environments. Cabinets that hold personal information can be locked so as to prevent unauthorised access to the records. Furthermore, OJIC stores personal information in secure containers such as filing cabinets, safes or compactuses as an added safeguard against unauthorised access. Personal information collected via OJIC's website will be done by sufficiently secure means.

As noted above, OJIC will provide access to information to a law enforcement agency or other agency government if required.

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## 6. Anonymity

OJIC respects the right of individuals to remain anonymous in their dealings with staff members. OJIC will accommodate a request of anonymity as long as its practicable and legal to do so.

## 7. Access to Information Collected

OJIC will only provide individuals with access to personal information held about them upon written request submitted via email to [ojic@cgsc.org.au](mailto:ojic@cgsc.org.au). If OJIC denies a request for access, a reason will be provided, and written notice of the decision will be given to the applicant within 28 days of the request. The notice will also contain information on how to lodge a complaint or seek further assistance from the Office of the Australian Information Commissioner (OAIC).

This is an independent body that will investigate complaints against possible privacy breaches (contact details below).

Access may be denied if such access would be unlawful, frivolous, or vexatious; infringe on the privacy of other individuals; pose a serious and imminent threat to the life or health of any individual; interfere with existing or anticipated legal proceedings; or other valid reasons for exclusion in line with relevant legislation.

Should an individual wish to change or delete any personal information that is held by OJIC that is incorrect or outdated, they should contact the relevant Department of OJIC via email to [ojic@cgsc.org.au](mailto:ojic@cgsc.org.au)

## 8. Complaints and Enquiries

Any questions or complaints about this Policy, or OJIC's collection, use, disclosure, or management of private information generally, should be directed via email to [ojic@cgsc.org.au](mailto:ojic@cgsc.org.au). All queries or complaints will be dealt with in the strictest of confidence and with the utmost urgency. Complaints should be made in writing to OJIC via email to [ojic@cgsc.org.au](mailto:ojic@cgsc.org.au), who will then investigate the issue. OJIC will respond to the complaint or query within 28 days of the written request being received. The response will also contain information on how to lodge a complaint or seek further assistance from the Office of the Australian Information Commissioner (OAIC).

