

Policy

Privacy Policy

inspiring people to say 'yes' to Jesus



Adopted on:	TBC	Last Reviewed:	18-June-2025
Relates to:	Churchwide	Prepared by:	Ben O'Reilly

Policy Intent

Como Baptist Church has adopted this Privacy Policy as we recognise the right of people to keep their personal information private. This Privacy Policy covers Como Baptist Church's treatment of personally identifiable information that we collect or hold and complies with the Australian Privacy Principles (APPs) required by the Privacy Act 1988 (Cth) and the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

The Information We Collect

Como Baptist Church will collect general information about you, such as name, address, and contact and family details to allow Como Baptist Church to contact you and/or your family. Como Baptist Church may also collect this and other types of personal information during the course of dealing with you. For example, when applying for membership of Como Baptist Church, registering for various services provided by Como Baptist Church, registration for events, courses or conferences, the information completed on the appropriate forms may be collected where it complies with the APPs.

This information may include some sensitive information (as defined by the Privacy Act) such as health information or information about your beliefs, relevant to the services or assistance you have requested from Como Baptist Church.

Where practicable, the purpose for which we collect personal information will be made clear at the time of collection, but primarily Como Baptist Church collects this information for the primary purpose of providing access to and enabling the provision of the spiritual, pastoral, social, educational and administrative functions, services and activities of Como Baptist Church. If you do not provide us with certain information, we may be unable to provide you with access to some of the services or the assistance you have requested.

How We Use Your Information

Como Baptist Church will use the personal information we collect for the purpose disclosed at the time of collection, or otherwise as set out in this Privacy Policy. We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law, nor will your information be sold to other entities.

Primarily, Como Baptist Church will only use and disclose your personal information as follows:

- a. To establish and maintain your involvement with Como Baptist Church.

- b. To answer your inquiry.
- c. To register you for events, conferences, promotions, courses and services.
- d. To assist us to make Como Baptist Church's sites, services and products more valuable to our community.
- e. For direct promotion of the church's products and services, and to keep you informed of new developments we believe may be of interest to you. If we contact you in this way without obtaining your prior consent, we will provide you with a clear opportunity to decline any further promotional communications.
- f. To third parties where we have retained those third parties to assist us to operate Como Baptist Church and provide the products or services you have requested. In some circumstances we may need to disclose sensitive information about you to third parties as part of the services you have requested.
- g. To operate the Como Baptist Church website and related sites.
- h. To adhere to government safety regulations, as required, for example in the case of a pandemic.
- i. To respond to a request for disclosure as required or authorised by an Australian law or court/tribunal order.

Transfer of Personal Information Overseas

Some of the third-party service providers we disclose personal information to may be based in or have servers located outside of Australia. The countries in which these recipients may be located will vary as our IT requirements change but may include: China, Cook Islands, Fiji, India, Indonesia, Kiribati, Nauru, New Caledonia, New Zealand, Niue, Philippines, PNG, Samoa, Solomon Islands, South Sudan, Sri Lanka, Switzerland, Thailand, Taiwan, Timor Leste, Vanuatu, Tuvalu, Tonga, United Kingdom, United States of America, Zambia or Zimbabwe.

Where we disclose your personal information to third parties overseas, we will take reasonable steps to ensure that data security and appropriate privacy practices are maintained. We will only disclose to overseas third parties if:

- you have given us your consent to disclose personal information to that third party; or
- we reasonably believe that:
 - the overseas recipient is subject to a law or binding scheme that is, overall, substantially similar to the APPs; and
 - the law or binding scheme can be enforced; or
- the disclosure is required or authorised by an Australian law or court / tribunal order.

Access To Your Information

You can request access to the personal information that Como Baptist Church holds about you by contacting Como Baptist Church's Privacy Officer as set out below. Como Baptist Church will provide you with access to your personal information unless we are legally authorised to refuse your request, or as otherwise identified within the APPs.

If you wish to change personal information that is out of date or inaccurate at any time, please contact us. After notice from you, we will take reasonable steps to correct any of your information which is inaccurate, incomplete or out of date. If you wish to have your personal information deleted from our records, please provide your request in writing to the Privacy Officer at the contact details listed below and we will delete that information wherever practicable in line with our legislative requirements.

Security Of Information

Como Baptist Church will take reasonable steps to keep secure any personal information which we hold, and to keep this information accurate and up to date. Personal information will be stored in a secure server or within secured files. Only authorised persons will have access to personal information stored in Como Baptist Church's records.

Changes to the Privacy Policy

Como Baptist Church may amend this Privacy Policy at any time by having the amended version available at the Como Baptist Church office or on our website. We suggest that you visit our website regularly to keep up to date with any changes and be informed of how Como Baptist Church is protecting your information.

Contact

Como Baptist Church welcomes your comments regarding this Privacy Policy. If you would like any further information, or have any queries, problems or complaints relating to Como Baptist Church's Privacy Policy or our information handling practices, please contact our Privacy Officer via office@comobaptist.org.au or by writing to:

The Privacy Officer, Como Baptist Church, PO Box 404, Como WA 6952

Revision History

Revision	Date	Comment
Revision 1	18-June-2025	Creation of Privacy Policy