



THE PRIVACY POLICY OF THE COWANDILLA CHRISTIAN AND MISSIONARY ALLIANCE CHURCH OF SOUTH AUSTRALIA INC.

This policy has been adopted by the CCMASA in order to comply with the requirements of the Privacy Amendment (Private Sector) Act No 155 of 2000. The policy should be read together with the National Privacy Principles (NPPs) set out in the Privacy Act. A summary of the NPPs is attached.

1. In this policy, a reference to CCMASA means the Cowandilla Christian and Missionary Alliance Church of South Australia Inc. and C&MA means the Christian and Missionary Alliance of Australia Inc.
2. The CCMASA will comply with the National Privacy Principles (NPP's). If there is any inconsistency between this policy and the NPP's, then the NPP's prevail.
3. Subject to paragraph 4, the CCMASA will only use personal information for the primary purpose for which it is collected. In most cases, the purpose will relate to the spiritual, pastoral, social, educational and administrative functions of the CCMASA.
4. Those functions include maintaining personal information for the purpose of recording the family histories of its members. The information may be disclosed to scholars studying the C&MA and to relatives of C&MA members.
5. The CCMASA will only use personal information about an individual for a secondary purpose (i.e. something beyond the scope of the primary purpose) if that individual has consented or the use is otherwise permitted by the NPP's.
6. The CCMASA will take reasonable steps to keep personal information secure, up-to-date and will, subject to the NPP's, comply with any request from a person to correct or remove his or her information. The CCMASA will appoint a Privacy Officer who will be responsible for storing, correcting and giving people access to personal information collected about them.
7. Personal information collected by the CCMASA may be sensitive information for the purpose of the NPP's (e.g. information about a person's religious beliefs). As a non-profit organisation, the CCMASA is permitted to collect sensitive information without a person's express consent. However, the CCMASA will endeavour to seek consent from a person if sensitive information is sought for something other than the primary functions of the CCMASA described in paragraph 3.
8. The operating procedures (whether or not they are formalised in a manual) of the CCMASA will comply with this policy and the NPP's.
9. We protect the personal and sensitive information that we have under our control from unauthorized access, improper use or alteration by restricting access to our files and database to only those personnel responsible for their maintenance and use.
10. The CCMASA empowers the Privacy Officer to receive and deal with any complaint that the CCMASA has not complied with this policy or the NPP's.

If you have any questions about this Policy, please contact the CCMASA's Privacy Officer. The Privacy Officer is Jeffrey Liu who can be contacted on 0422 298 508.

Full details of the National Privacy Principles can be found on the website:

<https://www.oaic.gov.au/assets/privacy/australian-privacy-principles/the-australian-privacy-principles.pdf>
