

Coast Evangelical Church Privacy Policy

This policy sets out how we will collect, use, store and disclose your personal information.

Coast Evangelical Church respects and honours our members, supporters and contacts, and their right to be treated courteously, fairly and have their privacy protected.

Coast Evangelical Church agrees with the Australian Privacy Principles contained in the Privacy Act of 1988 and amendments.

The types of personal information we will collect include:

- Contact details – name, address, email, phone number etc
- Photos/video

Other types of information we collect include records of communication between us, which may include from time to time, information you provide us or we collect from others. This includes but is not limited to:

- Health information
- Religious information (including attendance, denominational details)
- Any idiosyncratic or personal information we obtain from you or others about you.

Why we collect private information about you

Coast EC is a not-for-profit organisation that is dedicated to spreading the gospel in Forster and beyond

We collect information about people so as to allow us to communicate with them, introduce them to our Church Community, promote the gospel to them, pray and provide other services to them and inform them of the work we do.

We do not use the information in any way other than in the furtherance of our objects and purposes.

We might also use your information for the following purposes:

- For the immediate reason for which you have provided it to us (for example, to enable us to process your request, payment, rostering, newsletter subscription or to be included in our address book etc)
- To maintain contact with you about our work, to report to you about our work, or to encourage you to learn about what we do

- Any other purpose directly related to our work and do which you have provided consent.

We don't rent, sell or exchange your information. The types of organisations to whom we normally disclose your personal information include those who help us administer our technology information systems and other organisations that need your information for example schools/conference centres for WWC numbers/safe ministry issues.

We take reasonable steps to ensure that these organisations are bound by confidentiality and privacy obligations when handling your personal information.

How we collect your information

We may collect information from you either directly or from third parties. Information we collect from third parties may be by formal or informal means. We collect personal information about our volunteers, employees, contractors and visitors to our events. We collect information in the following ways:

- Face to face contact
- Electronically including through our website/email/rego process
- Via social media
- During phone calls
- Voice or image recordings
- Whilst delivering and administering services and
- From forms such as our Connect Cards, rego forms and other correspondence (both in writing and electronically)

Personal information is stored and accessed through a secure database. Access is restricted to a need to know basis.

How we use your information

We only use your personal and sensitive information for the reason we collect it as set about above and for the purpose which it was collected, or as otherwise permitted by law.

We will not disclose the above information that we collect to affiliates or third parties without your consent.

Accessing and correcting your personal information

You can access your personal information by asking us. Occasionally we may need to refuse your request to access information, for example where granting access would infringe someone else's privacy.

When you request access, we will ask you to provide some form of identification so that we can ensure you are the person to whom the information relates.

If you have a question about this privacy policy or want access to your personal information you can contact us by email at: office@coastec.net.au

We will aim to respond to you within 14 days of receiving your request.

If we are not able to help with your request you will receive a written explanation as to why.

Complaints about a breach of your privacy

If you are concerned about how we have collected or managed your personal information we request you follow the procedure set out below.

Contact us by email at office@coastec.net.au

We take reasonable steps to ensure the security of personal and sensitive information we hold and to protect it against loss, misuse or unauthorised access, destruction, use modification or disclosure.

Our IT systems are password protected and comply with applicable security standards. Only authorised personnel are permitted to access these details.

If you are not satisfied with how we have handled your complaint you can also contact the office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au

The OAIC is a government body independent of us. It has the power to investigate complaints about possible interference with your privacy.

Photographs and Video

Photos and video are a great way of sharing events, promoting activities and visually adding to our communication.

When taking photos/video at CoastEC events for church purposes we will:

- Seek permission from the person where possible. If someone declines or expresses their discomfort, avoid taking their photo.
- Photos/videos of children/youth should focus on the activity or groups of children, rather than the individual.

- Avoid taking photos that may cause a person embarrassment or discomfort.

When using photos/videos for any promotional or public media purpose, the following guidelines should be followed.

- People are to be given the option to opt out of having their photo used for promotional purposes. A record of these people will be kept on file.
- Avoid using people who have left CoastEC. Leaving the church should be considered withdrawal of consent.
- Permission should be sought from the individual/s where possible. (email works well as they can see the photo)
- When photos of children/youth are to be used, permission must be sought from parents/guardians or the young person themselves (teenagers)
- It is an offence to publish any information relating to a child (under 18) who is involved in Children's Court that would make them identifiable. Avoid using photos of children or youth who are in out of home foster care, who are (or have been) involved in child protection, family court or criminal proceedings so that they are not identifiable in relation to legal matters.

Website Terms and Conditions of use

- see [here](#)

1. Terms

By accessing this web site, you are agreeing to be bound by these web site Terms and Conditions of Use, all applicable laws and regulations, and agree that you are responsible for compliance with any applicable local laws. If you do not agree with any of these terms, you are prohibited from using or accessing this site. The materials contained in this web site are protected by applicable copyright and trade mark law.

2. Use License

1. Permission is granted to temporarily download one copy of the materials (information or software) on Coast Evangelical Church's web site for personal, non-commercial transitory viewing only. This is the grant of a license, not a transfer of title, and under this license you may not:
 2. modify or copy the materials;
 3. use the materials for any commercial purpose, or for any public display (commercial or non-commercial);

4. attempt to decompile or reverse engineer any software contained on Coast Evangelical Church's web site;
5. remove any copyright or other proprietary notations from the materials;
or
6. transfer the materials to another person or "mirror" the materials on any other server.
7. This license shall automatically terminate if you violate any of these restrictions and may be terminated by Coast Evangelical Church at any time. Upon terminating your viewing of these materials or upon the termination of this license, you must destroy any downloaded materials in your possession whether in electronic or printed format.

3. Disclaimer

1. The materials on Coast Evangelical Church's web site are provided "as is". Coast Evangelical Church makes no warranties, expressed or implied, and hereby disclaims and negates all other warranties, including without limitation, implied warranties or conditions of merchantability, fitness for a particular purpose, or non-infringement of intellectual property or other violation of rights. Further, Coast Evangelical Church does not warrant or make any representations concerning the accuracy, likely results, or reliability of the use of the materials on its Internet web site or otherwise relating to such materials or on any sites linked to this site.

4. Limitations

In no event shall Coast Evangelical Church or its suppliers be liable for any damages (including, without limitation, damages for loss of data or profit, or due to business interruption,) arising out of the use or inability to use the materials on Coast Evangelical Church's Internet site, even if Coast Evangelical Church or a Coast Evangelical Church authorised representative has been notified orally or in writing of the possibility of such damage. Because some jurisdictions do not allow limitations on implied warranties, or limitations of liability for consequential or incidental damages, these limitations may not apply to you.

5. Revisions and Errata

The materials appearing on Coast Evangelical Church's web site could include technical, typographical, or photographic errors. Coast Evangelical Church does not warrant that any of the materials on its web site are accurate, complete, or current. Coast Evangelical Church may make changes to the materials contained on its web site at any time without notice. Coast

Evangelical Church does not, however, make any commitment to update the materials.

6. Links

Coast Evangelical Church has not reviewed all of the sites linked to its Internet web site and is not responsible for the contents of any such linked site. The inclusion of any link does not imply endorsement by Coast Evangelical Church of the site. Use of any such linked web site is at the user's own risk.

7. Site Terms of Use Modifications

Coast Evangelical Church may revise these terms of use for its web site at any time without notice. By using this web site you are agreeing to be bound by the then current version of these Terms and Conditions of Use.

8. Governing Law

Any claim relating to Coast Evangelical Church's web site shall be governed by the laws of the State of New South Wales without regard to its conflict of law provisions.

General Terms and Conditions applicable to Use of a Web Site.

Privacy Policy

Your privacy is very important to us. Accordingly, we have developed this Policy in order for you to understand how we collect, use, communicate and disclose and make use of personal information. The following outlines our privacy policy.

- Before or at the time of collecting personal information, we will identify the purposes for which information is being collected.
- We will collect and use of personal information solely with the objective of fulfilling those purposes specified by us and for other compatible purposes, unless we obtain the consent of the individual concerned or as required by law.
- We will only retain personal information as long as necessary for the fulfilment of those purposes.
- We will collect personal information by lawful and fair means and, where appropriate, with the knowledge or consent of the individual concerned.
- Personal data should be relevant to the purposes for which it is to be used, and, to the extent necessary for those purposes, should be accurate, complete, and up-to-date.

- We will protect personal information by reasonable security safeguards against loss or theft, as well as unauthorised access, disclosure, copying, use or modification.
- We will make readily available to customers information about our policies and practices relating to the management of personal information.

We are committed to conducting our business in accordance with these principles in order to ensure that the confidentiality of personal information is protected and maintained.