

Privacy Policy

Horsham Church of Christ, hitherto referred to as the Church, abides by the privacy policy set out by the Australian Government, Privacy Policy Act 1988. The Church has adopted this Privacy Policy as we recognise the right of people to keep their personal information private. This Privacy Policy covers the Church's treatment of personally identifiable information that we collect or hold.

The information we collect

All services (including various other activities) of the Church are, at times, filmed or photographed. Film and images of the people attending or participating in the service (or other activity) may be used and shown on our website, resources and for other promotional purposes and commercial activities. By attending any service (or other activity) you agree to the Church using your image in these recordings and photos. In general, the personal information the Church collects includes (but is not limited to) name, address and contact details, and, where relevant, financial information, including credit card information, and banking details. We store personal information in our Church database. We obtain most personal information via online forms on our website or emailed for events. Fluro (our church database online software) processes our registrations and updates the contact details. The information collected 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 the Church. You may provide information when you request or acquire a product or service from the site www.horsham.org.au, complete a survey or questionnaire, register for conferences or events, participate in forums or Church activities, complete other forms, or when you contact us via email, telephone or in writing (for example if you contact the office or provide feedback).

Indirect collection: the site www.horsham.org.au endeavours to collect personal information about an individual only from that individual. In some circumstances the site www.horsham.org.au may obtain personal information from a third party. If you provide personal information about another person to the site www.horsham.org.au we strongly encourage you to inform the person that you have done so and provide them with a copy of this policy. Information collected for the Church will only be made available to our pastors, staff, leaders and pastoral care team. Where practicable, the purpose for which we collect personal information will be made clear at the time of collection. If you do not provide us with certain information, we may be unable to provide you with access to some of our services or the assistance you have requested.

If any personal information collected by the Church is stored or managed by a third party on behalf of the Church, the Church will take all reasonable steps to ensure that the personal information will be held, used and disclosed by the third party consistently with the National Privacy Principles. The service provider managing the information for the Church may store certain personal information outside Australia. You consent to the transfer of your information outside Australia by submitting your personal information to the Church.

Users can visit the Church website without revealing who they are or other personal information unless they fill in a form. The Church will not collect any personal information about visitors to the website except when they knowingly provide it. No website administered by the Church will use cookies for collecting any detailed user information

from the site. Our website does not currently use cookies, therefore we collect no information when you visit our website. In the interests of security and safety, and the comfort of Horsham Church of Christ community, we operate video cameras within and around the Church premises.

How we use your information

Primary Purpose: To enable the Church to function efficiently and effectively and to assist the Church in community activities. We state that we only use the information for the purpose we disclose at the time of collection, or as otherwise set out in the Privacy Policy. We do not share any personal information about individuals with other government agencies, organisations or anyone unless the individual has consented, is required or authorised by law, or may prevent or lessen a threat to somebody's life or health. We also state we will generally only use and disclose personal information as follows:

1. To establish and maintain your involvement with the Church, including providing regular updates.
2. To provide products or services you have requested from the Church.
3. To answer your enquiry.
4. To register for events and conferences.
5. To assist the Church to make our sites, services and products more valuable to our community.
6. For direct promotion of products or services, and to keep people informed of new developments we believe may be of interest to you.
7. With third parties who assist us to operate the Church and provide the products or services you have requested.
8. With different parts of the Church to enable the development and promotion of other products and services and to improve our general ability to assist the Church attendees and the wider community.

Access your information

- People can request access to the personal information the Church holds about you by contacting the office on 03 5382 3877 or by mail to Horsham Church of Christ, 91 River Road, Horsham, Vic 3400. You will need to verify your identity and specify what information you require.
- We will take reasonable steps to correct any information.
- We will delete personal information when requested wherever practical to do so.
- You may opt out of receiving any communications from the Church at any time.
- We may refuse requests for access to, to amend or delete information in certain circumstances, however, will provide a reason why, and note on your record that you disputed its accuracy.

Security

- The Church will take reasonable steps to keep secure any personal information.
- We state that the internet is not secure, and we cannot accept responsibility for security of information received this way.

Third party links and advertising

Hyperlinks and pointers to websites operated by third parties will appear on our site www.horsham.org.au or on our Church's social media platforms from time to time. These websites do not form part of the Church and are not under the control of the site www.horsham.org.au or its related bodies corporate and neither the site www.horsham.org.au nor its related bodies corporate have any responsibility for the contents of any such hyperlink or linked website. If you link to any such websites, you leave the site www.horsham.org.au and do so entirely at your own risk. The site www.horsham.org.au may display third party hyperlinks and pointers. The display of such hyperlinks and pointers does not in any way imply a recommendation or endorsement by the site www.horsham.org.au or its related bodies corporate of the relevant website, its products or services or any such linked website. If you contact a third-party using functionality provided on the site www.horsham.org.au including via e-mail, the site www.horsham.org.au accepts no responsibility for any actions taken by that third party in response to your communication or for any transactions entered into between you and the relevant third party.

Changes to this privacy policy

The Church may amend this Privacy Policy from time to time by having the amended version available at the Church office or on our website at www.horsham.org.au. We suggest that you visit our website regularly to keep up to date with any changes.