

# Te Awamutu Bible Chapel (TABC)

## Privacy Policy

Te Awamutu Bible Chapel complies with the New Zealand Privacy Act 1993 (the Act) when dealing with personal information. Personal information is information about an identifiable individual

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

This policy does not limit or exclude any of your rights under the Act. If you wish to seek further information on the Act, see [www.privacy.org.nz](http://www.privacy.org.nz).

We may change this policy by uploading a revised policy onto the website. The change will apply from the date that we upload the revised 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.

### Purpose

- The Church will collect general information about you, such as your name, address, contact details so the Church can contact you. We may also collect this and other types of personal information during the course of dealing with you, for example when you wish to obtain goods or services from the Church, when you register for camps, conferences or events, and when you participate in Church activities or complete other forms.
- The information collected may include some sensitive information (as defined by the Privacy Act), such as health information, relevant to the services or assistance you have requested from the Church.
- From time to time photos and videos may be taken at events which may be used for promotional purposes. In the interests of security and safety, and the comfort of the Church community, the Church may also operate video cameras within and around some Church premises. All photography/videoing will be from mid range, will be appropriate for use e.g not in swimwear. If close ups are taken parental or individual permission will be sought according to the age of the individual involved.

**Methods** We will collect personal information by lawful and fair means and, where appropriate, with your knowledge and consent.

**Use of information** In general, any information we collect from you is kept for the following reasons:

- To enable authorised staff and ministry leaders to communicate with you, and to facilitate and provide for your care and spiritual growth,

- To enable ministry leaders to communicate with members of their groups,
- To provide summarised, de-identified information for the management and decision-making processes of this church.

**Limits** We will never hand out or use any information about you for purposes other than what is specified above and for other compatible purposes, unless we first get your consent. The only exception to this is in a situation where the disclosure is permitted by law.

**Duration** We will only retain your personal information as long as necessary to fulfil the purposes specified above.

**Access** Your information belongs to you and if you need to you can request access to the personal information that the church holds about you by contacting the church office. If you need to access, make changes or update any information that we hold you are most welcome to do so.

**Security** The church will take reasonable steps to keep secure any personal information which we hold and to keep this information accurate and up to date. E.g. locked access, password controls. Personal information is stored on a secure computer and backed up to a secure site. Whilst we have adequate security systems in place, please be cautious in using the internet to transmit very personal information.

**Internet** We will protect your personal information by reasonable security safeguards & secure internet connections, against loss or theft, as well as unauthorised access, disclosure, copying, use or modification.

**Policies** We will make readily available information about our policies and practices relating to the management of personal information.

Te Awamutu Bible Chapel is committed to the above policy in order to ensure that the confidentiality of personal information is protected and maintained.

Application: \_\_\_\_\_

Last modified: \_\_\_\_\_

Approved on: \_\_\_\_\_

Reviewable by: \_\_\_\_\_

Author: \_\_\_\_\_

Contact person: \_\_\_\_\_