

**WHAT THE
PRIVACY ACT MEANS TO
YOU...**



**PRIVACY INFORMATION
DOCUMENT**



Uniting Church in the City

97 William Street

Perth

WA

THE LEGISLATION

The Federal Government passed the:-

Privacy Amendment (Enhanced Privacy Protection) Act 2012

which sets out new laws in relation to the collection of all personal information. The Uniting Church in the City will comply with the new law and the 13 Australian Privacy Principles as stated below:

- **Open & transparent management**
- **Anonymity & pseudonymity**
- **Collection of solicited personal info**
- **Dealing with unsolicited personal info**
- **Notification of collection**
- **Use or disclosure**
- **Direct Marketing**
- **Cross-border disclosure**
- **Adoption, use or disclosure of government related identifiers**
- **Quality of information**
- **Security**
- **Access**
- **Correction**

For more information about the Act and the National Privacy Principles, contact our Privacy Contact Person or visit the ComLaw website at www.comlaw.gov.au.

The Uniting Church Synod of Western Australia has formulated its own Privacy Policy and Privacy Manual detailing the Church's position on privacy. A copy is available on request.

WHAT INFORMATION DO WE COLLECT

Personal information may be collected in a variety of ways including registration, enrolment forms, or in personal notes.

The information collected may include names, addresses, email addresses, telephone and fax numbers, medical details, family details (including spouses, children, guardians & parents' details,) credit card and account numbers, and any notes taken for counselling purposes.

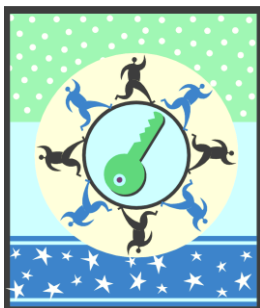
- ▶ We will only collect personal information if it is necessary for our mission and ministry.
- ▶ Individuals will be notified of our intended uses of their personal information at the time of collection.
- ▶ Personal information will be securely stored and not disclosed to other parties without the individual's consent.
- ▶ If you become aware your congregation/presbytery or agency is holding personal information no longer required, incorrect, or out of date, please notify them so they can amend or destroy the information. This will be done in a secure and sensitive way.

YOUR RIGHTS

- If you would like to view your personal information, you should contact our Privacy Contact Person (see information below)
- If you have any questions about the personal information the church has about you, put your concern in writing.
- If your concern is not addressed to your satisfaction, then forward your concern to the Synod Privacy Officer whose address is on the back of this brochure.
- If you still feel your concerns have not been resolved, your complaint can be sent direct to the Office of the Australian Information Commissioner.



OUR COMMITMENT TO THE PRIVACY POLICY



We value your privacy and will treat all personal information with sensitivity and confidentiality.



UCIC PRIVACY CONTACT PERSON

Neil Starkie
General Manager

Uniting Church in the City
Level 1, Queens Building
97 William Street
Perth, WA 6000

Telephone: (08) 6103 4222
Fax: (08) 9321 9964
Email: neils@ucic.org.au

SYNOD PRIVACY OFFICER

Uniting Church Centre

85-89 Edward Street
PERTH, WA 6000

Telephone: (08) 9260 9800
Fax: (08) 9328 2731