

THE BAPTIST UNION OF QUEENSLAND
Privacy Policy

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Under Review

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1 DEFINITIONS

- 1.1 **The Act** means the *Privacy Act 1988 (Cth)* incorporating the amendments of the *Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)*.
- 1.2 **Credit Reporting Information** about an individual means credit information, or credit reporting body derived information, about the individual.
- 1.3 **Employee record** in relation to an employee, means a record of personal information relating to the employment of the employee. This includes health information and Personal Information about any of the following:
- 1.3.1 Engagement, training, disciplining or resignation of the employee;
 - 1.3.2 Termination of the employment of the employee
 - 1.3.3 Terms and conditions of the employee
 - 1.3.4 Employee's personal and emergency contact details
 - 1.3.5 Employee's performance or conduct
 - 1.3.6 Employee's hours of employment
 - 1.3.7 Employee's salary or wages
 - 1.3.8 Employee's membership of a professional or trade association
 - 1.3.9 Employee's trade union membership
 - 1.3.10 Employee's recreation, long service, sick, personal, maternity, paternity or other leave;
 - 1.3.11 Employee's taxation, banking or superannuation affairs.
- 1.4 **Individual**, in relation to Personal Information, means the individual to whom the information relates.
- 1.5 **Personal Information** means information or an opinion about an identified individual, or an individual who is reasonably identifiable:
- 1.5.1 Whether the information or opinion is true or not; and
 - 1.5.2 Whether the information or opinion is recorded in a material form or not.
- Examples of Personal Information can include (without limitation) the name, age and date of birth of the individual.
- In this Privacy Policy, a reference to Personal Information includes Credit Reporting Information.
- 1.6 **Primary Purpose** means the purpose for which the Personal Information was collected for.

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1.7 **QB** means the letters patent body Baptist Union of Queensland ABN 59 241 212 544, also known as Queensland Baptists, and includes all activities conducted by the Baptist Union of Queensland, including without limitation the activities of the following ministries:

- 1.7.1 Queensland Baptists;
- 1.7.2 Malyon College;
- 1.7.3 Queensland Conference & Camping Centres; and
- 1.7.4 Baplink.

This definition of QB excludes The Baptist Union of Queensland – Community Services Group ABN 46 909 844 617, which includes the Carinity ministries.

1.8 **Privacy Officer** is the person appointed to the position of Privacy Officers in QB, whose contact details are available in section 11 of this Privacy Policy.

1.9 **Secondary Purpose** means the use of Personal Information for a purpose that is not the Primary Purpose.

1.10 **Sensitive Information** means:

- 1.10.1 Information or an opinion about an individual's:
 - a Racial or ethnic origin; or
 - b Political opinions; or
 - c Membership of a political association; or
 - d Religious beliefs or affiliations; or
 - e Philosophical beliefs; or
 - f Membership of a professional or trade association; or
 - g Membership of a trade union; or
 - h Sexual orientation or practices; or
 - i Criminal record;

That is also personal information; or

- 1.10.2 Health information about an individual; or
- 1.10.3 Genetic information about an individual that is not otherwise health information;
- 1.10.4 Biometric information that is to be used for the purposes of automated biometric verification or biometric identification; or
- 1.10.5 Biometric templates.

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2 POLICY STATEMENT

- 2.1 In accordance with the legislated principles of privacy, QB will:
- 2.1.1 Only collect Personal Information and Sensitive Information that is necessary for its functions or activities. QB will obtain the individual's consent for the aforementioned collection where required by the Act;
 - 2.1.2 take reasonable steps to ensure that the individual is made aware that information is being collected before such collection or as soon after as practical;
 - 2.1.3 use fair and lawful ways to collect information;
 - 2.1.4 inform those persons whom information is collected about, of the intended use for the information;
 - 2.1.5 wherever practicable, collect Personal Information directly from the individual/company and inform persons/entities of instances where information has been collected about them, from an indirect source;
 - 2.1.6 take steps to ensure that information is used and disclosed in a manner consistent with the Act;
 - 2.1.7 take reasonable steps to ensure the Personal Information that QB collects, uses or discloses is accurate, complete and up-to-date;
 - 2.1.8 take reasonable steps to protect the Personal Information held from misuse and loss and from unauthorised access, modification or disclosure;
 - 2.1.9 take reasonable steps to destroy or permanently de-identify personal information when no longer needed; and
 - 2.1.10 give access (when requested by the individual concerned) to the Personal Information held, unless there is an emergency situation, ministry imperatives, law enforcement, other public interests or any other exception as provided by the Act which would preclude this.
- 2.2 Under the Act, the Australian Privacy Principles do not apply to an Employee Record. As a result, this Privacy Policy does not apply to the QB's treatment of an Employee Record, where the treatment is directly related to a current or former employment relationship between QB and employee.

3 KINDS OF PERSONAL INFORMATION QB COLLECTS AND HOLDS

- 3.1 QB collects and/or holds information including Personal Information and Sensitive Information, concerning:
- 3.1.1 Students of Malyon College (before, during and after the course of their enrolment at Malyon College);

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- 3.1.2 Pastors, pastoral carers, local church staff, job applicants, employees, staff members, volunteers and contractors of QB;
- 3.1.3 Depositors, potential depositors, borrowers and potential borrowers with Baplink; and
- 3.1.4 Other people who come into contact with QB.

4 HOW QB COLLECTS AND HOLDS PERSONAL INFORMATION

- 4.1 Personal information directly provided - QB will generally collect Personal Information held about an individual by a variety of methods which can include:
 - 4.1.1 Forms and documents completed and provided by individuals;
 - 4.1.2 face-to-face meetings and interviews;
 - 4.1.3 telephone calls; and
 - 4.1.4 photographs, video and audio recordings.
- 4.2 Sensitive Information will only be collected where:
 - 4.2.1 The Individual consents to the information and the information is reasonably necessary for one or more of QB's functions or activities; or
 - 4.2.2 The information relates to the activities of QB and relates solely to the members of QB (or its affiliated local churches) or to individuals who have regular contact with the organisation in connection with its activities (or its affiliated local churches).
- 4.3 You may wish for personal information and sensitive information to be kept anonymously or under a pseudonym. Where it is practicable or lawful for us to, we will do so. It is normally not practicable for us to do so. If you would like to discuss information being made anonymous or under a pseudonym, please contact our Privacy Officer.
- 4.4 Sensitive Information will be used for purposes directly related to the ministry of QB (or its affiliated local churches).

5 USE OF INFORMATION

- 5.1 QB will collect Personal Information for the primary purpose of conducting its activities. Examples of its activities (without limitation) include:
 - 5.1.1 Furthering religion by the advancement of the Kingdom of God;
 - 5.1.2 Provision of Education; and
 - 5.1.3 Providing credit.
- 5.2 The purposes for which QB uses Personal Information include:

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- 5.2.1 to keep Individuals informed about matters related QB matters, through correspondence, newsletters, magazines, websites, intranet sites and QB social networking sites;
 - 5.2.2 day-to-day administration;
 - 5.2.3 looking after an Individual's educational, social, spiritual and medical wellbeing;
 - 5.2.4 seeking donations, marketing and research for QB; and
 - 5.2.5 to satisfy QB's legal obligations and allow QB (and its affiliated local churches) to discharge its duty of care.
- 5.3 Job applicants, staff members, volunteers and contractors**
- 5.3.1 In relation to Personal Information of job applicants, staff members, volunteers and contractors, QB's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member, volunteer or contractor, as the case may be.
 - 5.3.2 The purposes for which QB uses the personal information of job applicants, staff members, volunteers and contractors include:
 - a administering the individual's employment or contract, as the case may be;
 - b insurance purposes;
 - c seeking funds and marketing for QB; and
 - d satisfying QB's legal obligations.
- 5.4 Marketing and fundraising**
- 5.4.1 QB treats marketing and seeking donations for the future growth and development of QB as an important part of ensuring that QB continues to be able to engage in its activities. Personal information held by QB may be disclosed to a third party that assists in QB's fundraising.
 - 5.4.2 Members of the wider QB community may, from time to time, receive fundraising information. QB publications, like newsletters, web pages (including social networking sites such as Facebook) and magazines, that include personal information, may be used for marketing purposes.

6 DISCLOSURE OF INFORMATION

- 6.1 QB may disclose Personal Information, including Sensitive Information, held about an individual:
 - 6.1.1 Between business units/ministries within QB and The Baptist Union of Queensland – Community Services Group ABN 46 909 844 617 (which includes the Carinity ministries);

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- 6.1.2 And to:
- a Its affiliated local churches;
 - b government departments;
 - c medical practitioners;
 - d people providing services to QB, for example, counsellors, volunteers, contractors; and
 - e anyone you authorise QB to disclose information to.

6.2 Disclosure of Credit Reporting Information will be disclosed in accordance to the requirements of the Act.

7 OVERSEAS DISCLOSURE

- 7.1 QB will not send Personal Information about an individual outside Australia without:
- 7.1.1 obtaining the consent of the individual (in some cases this consent will be implied); or
 - 7.1.2 for cloud-computing or back-up purposes; or
 - 7.1.3 otherwise complying with the Act.

8 STORAGE OF INFORMATION

8.1 QB has in place steps to protect the Personal Information QB holds from misuse, loss, unauthorised access, modification or disclosure by use.

9 REQUEST AND CORRECTION ON AN INDIVIDUAL'S INFORMATION

- 9.1 An Individual may make a free-of-charge request to the Privacy Officer to access personal information held by QB.
- 9.2 QB will need to verify the identity of the Individual and specify what information is required. QB may charge a fee to cover the cost of verifying the application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, QB will advise of the likely cost in advance.
- 9.3 QB endeavours to ensure that the Personal Information it holds is accurate, complete and up-to-date. A person may seek to update their Personal Information held by making a request to the Privacy Officer to correct personal information held by QB.
- 9.4 Exceptions pursuant to the Act apply to when information may be disclosed to an Individual. QB reserves their right to not comply with requests for information on this basis, and will let the Individual know if such an exception applies.

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10 COMPLAINTS

- 10.1 An Individual whose Personal Information is/has been held by QB may lodge a complaint in writing to the Privacy Officer about an act or practice of QB which the Individual believes to be inappropriate or unlawful.
- 10.2 Such complaints should be in writing and directed to the Privacy Officer.
- 10.3 The Privacy Officer will investigate the complaint, and a decision will be made concerning the complaint and the complainant will be advised in writing of the result of the investigation within 30 days of the complaint.
- 10.4 Should the complainant be dissatisfied with QB's response, or not receive a response by the end of the 30 day period, the complainant may make a complaint to the Office of the Australian Information Commissioner.

11 PRIVACY OFFICER DETAILS

- 11.1 Any requests to the Privacy Officer should be in writing and directed to:

Ken Conwell

Professional Standards Officer

Queensland Baptists

PO Box 6166

MITCHELTON QLD 4053

Phone: (07) 3354 5600

Fax: (07) 3354 5646

Mobile: 0408 152 394

Email: ken.conwell@qb.com.au