



Your Right to Privacy at Life Christian Church

What about Privacy?

Life Christian Church (LCC) collect personal information about you and your family to make sure our Leaders recognise who you are so that they can facilitate your growth and development in Christ. Ultimately, it is our desire to ensure that the church is working with you to attain your maximum potential for the Kingdom of God.

LCC will respect your desire to remain private. We will not collect, maintain and disclose information about you and/or your family without your consent, and we will not request any personal information from your children unless a parent or guardian is present to consent.

What does Life do to protect your privacy?

LCC has taken the following steps to ensure your privacy is protected in all circumstances:

- We have developed and implemented a Privacy Policy that ensures maximum compliance with all privacy requirements outlined in the *Privacy Act 1988*.
- We have implemented Confidentiality Agreements with all our Leaders and Office to ensure the information you give them remains confidential.
- We have ensured our systems and office environments have restricted access controls
- We have implemented an Information Security Policy which applies to all leaders who conduct their work from their home to ensure information is stored securely and that it is protected unauthorised access or misuse.
- We have adopted a Code of Conduct for all Children's Ministry Leaders to ensure all children are provided with a protected and security learning environment.
- We have designed a Visitors Card and Application for Membership that you can complete to ensure you are able to consent to the information being collected and used by Life.
- We have designed a Change of Information Card that you can complete to that your information is correct and up-to-date.
- We have implemented a Counselling Consent form for anyone requesting counselling to ensure a person is fully knowledgeable of all matters surrounding the provision of counselling services.

What are your Legal Rights

In addition to strict confidentiality laws, Life Christian Church must act in accordance with the *Privacy Act*

1988. The *Privacy Act 1998* gives you a number of rights including the following:

- You must be told why personal information is being collected and whether it can be given to anyone else;
- You have the right to see what information is held about you and have it corrected if it is incorrect or out-of-date'
- You have the right to have your personal information stored secure and protected from unauthorised access or misuse;
- You have the right to know how your personal information will be used'
- You can make a complaint if you believe your privacy has been infringed.

Worried about Privacy?

If you have a question about privacy, confidentiality or access to information, ask to be put in touch with our Privacy Officer who will assist you with all your queries and provide you with further information.

If you think Life Christian Church has breached your privacy or confidentiality, you can make a complaint and submit it to the LCC Privacy Officer. It will be taken seriously and investigated thoroughly. If you are not satisfied with the Church's investigation you make a formal complaint to the Privacy Commissioner

Where do I go for more Information?

- Call Life Christian Church Office on 9318 4477 and ask to speak to the Privacy Officer or the Pastor
- Call the Office of the Federal Privacy Commissioner on 1300 363 992 or by checking their website @ Privacy.gov.au.