

# Privacy

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*Policy Published revision 1 released on 28/02/2019 by Governance Group*

## 1 Purpose and Scope

*Why does this document exist?*

This document sets out expectations for how the Auckland Baptist Tabernacle collects, uses, discloses, stores and gives access to personal information. This policy responds to the Privacy Act 1993. All staff and those appointed to offices within the Auckland Baptist Tabernacle are to be familiar with how this policy affects and governs their duties of office.

*To whom/what does this document pertain?*

Personal information is information about identifiable, living people. This policy covers personal information about members and those who affiliate with the church community. This policy does not cover the CCTV system, which is governed by the CCTV Policy. This policy does not cover information held about church staff.

*Keywords:* [Enterprise Keywords]

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## 2 Privacy Statement

In the following statement, “you” refers to the individual to whom personal information applies.

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## 2.1 Basic Information

We collect personal information from you, including information about your

- name
- contact information including phone numbers, online contact information such as email addresses, and physical addresses
- with which ministry of the church you primarily affiliate
- dates relating to your membership and baptism, if applicable

We collect this information in order to

- if you are a member, maintain our membership list and provide you with notices and information, as required by our constitution
- provide you with information about our church, events and activities
- make contact and communicate with you
- put others in our community in contact with you

We may share this information with our staff, elders, deacons, ministry leaders and other Auckland Baptist Tabernacle Members.

We may share this information with others within our church community who are not Auckland Baptist Tabernacle Members, unless you specifically request otherwise.

Providing this information is optional. If you choose not to provide this information, you will not be eligible for membership, and we will be unable to keep you informed about our community.

## 2.2 Additional Information

We may also collect information about your

- age or birth date
- sex
- marital status
- family relationships
- ethnicity
- nationality
- languages spoken
- occupation

We collect this information in order to

- compile de-identified statistics about those who associate with our church
- help us to provide pastoral care

We may share this information with our staff, elders, deacons and ministry leaders.

Providing this information is optional. If you choose not to provide this information, we may not be able to provide pastoral care as effectively.

## 2.3 Information for Specific Purposes

We may also hold on record

- photos and videos including you
- bank account details that you provide to us

- information that you authorise us to receive from a third party, such as a police background check

We use this information for specific purposes for which we will seek your agreement.

We may share this information with our staff, elders, deacons and ministry leaders, and, with your agreement, others for the specific intended purposes.

Providing this information is optional. If you choose not to provide this information, you may be ineligible to participate in particular ministries of the church.

## 2.4 Other Information

We may also hold records of other information that you communicate to us or arises as part of your interaction with us.

We use this information to provide pastoral care.

We may share this information with our pastors and elders for this purpose.

Providing this information is optional. If you choose not to provide this information, we may not be able to provide pastoral care as effectively.

## 2.5 Disclosure of Personal Information

We keep information in secure online systems.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at [admin@tabernacle.org.nz](mailto:admin@tabernacle.org.nz).

We will not share your information with third parties without your consent, unless there is legislation or other overriding legitimate reason to share the information (for example, the prevention or detection of crime).

## 3 Policy Implementation

All staff, pastors, elders, deacons and ministry leaders must be familiar with this policy.

Awareness of this policy should be promoted during any interaction involving persons disclosing personal information to the ABT that will be stored by the ABT.

Awareness of any changes to this policy should be promoted to all persons in the ABT community.

## 4 Appendix: Relation to Input Documents

*Documents governing the content of this document.*

Document	Relation
<b>Privacy Act 1993</b>	Sets out principles and requirements for an organisation's handling of personal information

## 5 Appendix: Rationale and Guide to Interpretation

*Explanatory notes:*

Clause	Comment
2.1	Basic information may be shared to Members, who have responsibility for the ABT given in the Constitution.
2.5	ABT pastors and staff are provided online systems to store information

## 6 Appendix: Training on This Document

*The following table provides a guide for training on the content of this document:*

Question	Answer/Clause
<b>Give five examples of personal information that we may collect and whether it is “basic”, “additional”, “specific purpose” or “other</b>	2.1, 2.2, 2.3, 2.4
<b>Under what conditions could personal information be shared with another member of the community? Give five different examples</b>	2.1, 2.2, 2.3, 2.4, 2.5
<b>Give five examples of times where this policy requires promotion of itself</b>	3

## 7 Appendix: Suggested Compliance Checklist

*The following table may be used to assist in compliance audits:*

Requirement/Clause	Compliance Check	Findings
2.1, 2.2, 2.3	Check access permissions for online systems holding personal information	
2.3	Check consent received for a sample of information received for specific purposes	
2.4	Check security of other information	
2.5	Review any requests to sight personal information	
3	Check all staff, pastors, elders, deacons and ministry leaders have received training on this policy	

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**3**

Review promotion of awareness  
of this policy is compliant with  
this clause