



# RIVERTON

BAPTIST COMMUNITY CHURCH

## Privacy Policy

1. The Riverton Baptist Community Church Inc. (hereafter known as 'RBCC') has adopted this Privacy Policy as we recognise the right of people to keep their personal information private. This Privacy Policy covers RBCC's treatment of personally identifiable information that we collect or hold and complies with the Australian Privacy Principles (APPs) required by the Privacy Act 1988 (Cth) and the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

## 2. The Information We Collect

- 2.1 RBCC will collect general information about you, such as name, address, and contact and family details to allow RBCC to contact you and/or your family. RBCC may also collect this and other types of personal information during the course of dealing with you. For example, when applying for membership of RBCC, registering for various services provided by RBCC, registration for events, courses or conferences, the information completed on the appropriate forms may be collected where it complies with the APPs. This information may include some sensitive information (as defined by the Privacy Act) such as health information or information about your beliefs, relevant to the services or assistance you have requested from RBCC.
- 2.2 RBCC also collects anonymous demographic information, which is not unique to you, such as post code, age, gender, preferences, interests and favourites. There is also information about your computer hardware and software that is automatically collected by RBCC. This information can include your IP address, browser type, domain names, access times and referring website addresses. This information is used by RBCC for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the RBCC website.
- 2.3 Where practicable, the purpose for which we collect personal information will be made clear at the time of collection, but primarily RBCC collects this information for the primary purpose of providing access to and enabling the provision of the spiritual, pastoral, social, educational and administrative functions, services and activities of RBCC. If you do not provide us with certain information, we may be unable to provide you with access to some of the services or the assistance you have requested.

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through RBCC public message boards, this information may be collected and used by others. Note: RBCC does not read any of your private online communications.

- 2.4 RBCC encourages you to review the privacy statements of websites you choose to link to from RBCC so that you can understand how those websites collect, use and share your information. RBCC is not responsible for the privacy statements or other content on websites outside of the RBCC and RBCC family of websites.

### 3. How We Use Your Information

- 3.1 RBCC will use the personal information we collect for the purpose disclosed at the time of collection, or otherwise as set out in this Privacy Policy. We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law, nor will your information be sold to other entities.

Primarily, RBCC will only use and disclose your personal information as follows:

- a) To establish and maintain your involvement with RBCC.
- b) To answer your inquiry.
- c) To register you for events, conferences, promotions, courses and services.
- d) To assist us to make RBCC's sites, services and products more valuable to our community.
- e) For direct promotion of products and services, and to keep you informed of new developments we believe may be of interest to you. If we contact you in this way without obtaining your prior consent, we will provide you with a clear opportunity to decline any further promotional communications.
- f) To third parties where we have retained those third parties to assist us to operate RBCC and provide the products or services you have requested. In some circumstances we may need to disclose sensitive information about you to third parties as part of the services you have requested.
- g) To operate the RBCC website and associated RBCC family of websites.
- h) To adhere to government safety regulations, as required, in the case of a pandemic.

This information will only be shared with appropriate authorities upon request.

- 3.2 RBCC may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.
- 3.3 RBCC does not sell, rent or lease its customer lists to third parties. RBCC may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) is not transferred to the third party. In addition, RBCC may share data with trusted partners to help us perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to RBCC, and they are required to maintain the confidentiality of your information.
- 3.4 RBCC does not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent.
- 3.5 RBCC keeps track of the websites and pages our customers visit within RBCC, in order to determine what RBCC services are the most popular. This data is used to deliver customized content and advertising within RBCC to customers whose behaviour indicates that they are interested in a particular subject area.

## **4. Use of Cookies**

- 4.1 The RBCC website may use "cookies" to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you and can only be read by a web server in the domain that issued the cookie to you.
- 4.2 One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the Web server that you have returned to a specific page. For example, if you personalize RBCC pages, or register with RBCC sites or services, a cookie helps RBCC to recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as billing addresses, shipping addresses, and so on. When you return to the same RBCC website, the information you previously provided can be retrieved, so you can easily use the RBCC features that you customized.
- 4.3 You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the RBCC services or Web sites you visit.

## **5. Access to Your Information**

- 5.1 You can request access to the personal information that RBCC holds about you by contacting RBCC's Privacy Officer as set out below. RBCC will provide you with access to your personal information unless we are legally authorised to refuse your request, or as otherwise identified within the APPs.
- 5.2 If you wish to change personal information that is out of date or inaccurate at any time, please contact us. After notice from you, we will take reasonable steps to correct any of your information which is inaccurate, incomplete or out of date. If you wish to have your personal information deleted from our records, please provide your request in writing to the Privacy Officer at the contact details listed below and we will delete that information wherever practicable.

## **6. Security of Information**

- 6.1 RBCC will take reasonable steps to keep secure any personal information which we hold, and to keep this information accurate and up to date. Personal information will be stored in a secure server or within secured files. Only authorised persons will have access to personal information stored in RBCC's records.
- 6.2 RBCC secures the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorised access, use or disclosure. When personal information (such as a credit card number) is transmitted to other websites, it is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

## **7. Changes to the Privacy Policy**

- 7.1 RBCC may amend this Privacy Policy at any time by having the amended version available at the RBCC office or on our website at [www.rivo.org.au](http://www.rivo.org.au). We suggest that you visit our website regularly to keep up to date with any changes and be informed of how RBCC is protecting your information.

## 8. Contact

- 8.1 RBCC welcomes your comments regarding this Privacy Policy. If you would like any further information, or have any queries, problems or complaints relating to RBCC's Privacy Policy or our information handling practices, please contact our Privacy Officer via [admin@rivo.org.au](mailto:admin@rivo.org.au) or by writing to:

The Privacy Officer, Riverton Baptist Community Church, PO Box 3048, Shelley, WA 6148.

## Document History and Version Control Record

<b>Document Title:</b>		<b>Privacy Policy</b>	
<b>Source Documents:</b>		Cth Privacy Act 1988 Cth Privacy Amendment (Enhancing Privacy Protection) Act 2012 Australian Privacy Principles (APPs)	
<b>Associated Internal Documents:</b>			
<b>Associated External Documents:</b>			
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<b>Authorised Officer:</b>		Wayne Field	
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