

## Rhema Central Coast

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rhema.cc

94.9FM

<b>POLICY NAME</b>	Privacy Policy			<b>POLICY NO.</b>	10
<b>EFFECTIVE DATE</b>	3/8/2021	<b>DATE OF LAST REVISION</b>	3/8/2021	<b>VERSION NO.</b>	2
<b>ADMINISTRATOR RESPONSIBLE</b>			<b>CONTACT INFORMATION</b>		
<b>APPLIES TO</b> Apply group names to define applicable areas of staff.					
<b>GROUP 1</b>	All Staff	<b>GROUP 2</b>	All Volunteer	<b>GROUP 3</b>	
<b>GROUP 4</b>		<b>GROUP 5</b>		<b>GROUP 6</b>	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
2		3/8/2021	Standardisation of Layout	Peter Alarcon

### APPROVAL AND REVIEW

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### ADDITIONAL NOTES

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## SCOPE

Describe to what and to whom this policy applies.

## POLICY STATEMENT

Describe the policy and the reason for the policy.

Your Personal Information is important to us.

Rhema Central Coast recognises that privacy is very important to you and that you have a right to control your personal information. We know that providing personal information is an act of trust and we take that very seriously.

Rhema Central Coast is committed to complying with the voluntary National Principles for the Fair Handling of Personal Information developed by the Australia Federal Privacy Commissioner in 1998 (see Australian Privacy Commissioner's website at [www.privacy.gov.au](http://www.privacy.gov.au) ) We will also comply with any laws introduced to strengthen protections for consumers' privacy.

## TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION

## POLICY SECTIONS

Policy intro:

**Rhema Central Coast makes these commitments to its members and supporters:**

1. We will only collect personal information from our supporters with their prior knowledge and consent.
2. We will only use personal information provided by our supporters and members for the purposes for which it was collected (eg. Mailing information we believe will interest them, prayer alerts etc.)
3. Rhema Central Coast will monitor and restrict the amount and frequency of information and marketing material sent to supporters and members.
4. Rhema Central Coast will allow supporters to remove their name from mailing lists.
5. We will not disclose supporters' and members' personal information to any third party without their consent; nor will we sell, trade, barter, rent, or exchange mailing lists of our supporters and members to other organisations.
6. We will not disclose supporters' and members' personal information to other institutions and authorities except if required by law.
7. Rhema Central Coast is committed to allowing supporters and members to see and correct their information that is shown to be incorrect or outdated. We will provide supporters with a copy of their personal information in our records within 14 days of a written request.
8. We protect the personal information that we have under our control from unauthorised access, improper use or alteration by restricting access to our files and database, to only those personnel responsible for their maintenance and proper use.
9. Rhema Central Coast has put in place procedural, physical and electronic means to safeguard the personal information of our supporters and members. Rhema Central Coast has also verified the security and privacy provisions of other organisations with whom we provide information about supporters (eg. Register for Cultural Organisations, our bank etc)
10. Supporters' and members' information is kept in both hard copy and electronic forms. In either case, Rhema Central Coast has documented procedures to safeguard this information. Safeguards include storing secure copies and backups.

If supporters and members wish to change or remove their details, or have a problem, complaint, question or comment, they can contact our office.

Rhema Central Coast staff will clearly identify themselves when making contact with supporters, and all letters, newsletters and marketing material will contain Rhema Central Coast logo and contact details.

**EXCEPTIONS**

Describe exceptions here.

**RELATED POLICIES AND OTHER REFERENCES**

**ROLES AND RESPONSIBILITIES**

List the job titles and business offices directly responsible for the policy.

ROLE	RESPONSIBILITY

**CONTACTS**

List contacts in the table.

SUBJECT	CONTACT	PHONE	EMAIL