

FCC PRIVACY POLICY

COMMITMENT

Your privacy is important to us. This document outlines *The Fellowship of Congregational Church's* Privacy Policy and how we manage the information we hold about you. We are committed to protecting your privacy in accordance with scripture and the relevant legislation including the *Commonwealth Privacy Act 1988*.

WHY WE COLLECT PERSONAL INFORMATION

We are committed to helping people know Jesus as our Lord and Saviour. We are also committed to looking after you and your interests. To enable us to do this effectively we need to collect information from you. We will only collect information with your consent or if we are required by law to do so. We collect this information so that we can contact you and minister to you effectively, manage our operations and measure the health and other characteristics of our church communities. We do not collect or hold information for purposes outside of ministering to you and our church communities.

If you wish to remain anonymous you may do so, however it will limit our ability to communicate with you and serve your needs.

WHAT INFORMATION DO WE COLLECT?

We collect personal information about you such as your name, address, and contact details. We may also collect sensitive information regarding your beliefs. If you choose to, you can provide your personal information when you make donations, in which case we will collect and store this information. We do not collect unsolicited personal information.

Depending on how you are involved with our Fellowship, this will dictate how much information we need to collect. For example, if you serve as a volunteer, a committee leader or pastor, we need to know your personal information so we can effectively contact you. If you are involved in a ministry involving people under 18 years of age, there are legal obligations on the FCC to collect and store information about you, including government identifiers.

We collect information through our website, forms, emails, meetings, and from written responses from our communication to you. We have also sourced information from older email contact lists. Where practicable, the purpose for which we collect your information will be made clear to you at the time of collection. Generally, information is collected so we can connect you with the relevant ministry, church, or church committee that you ask to be connected to.

HOW DO WE USE THIS INFORMATION AND WHO DO WE DISCLOSE IT TO?

Your information is stored in a database that is only accessible by Fellowship staff. Your information will not be disclosed to any party external to the Fellowship for direct marketing purposes. The FCC sends denomination wide email campaigns to keep you informed of activities, events, progress, and happenings in the life of our Fellowship.

If you do not wish to receive these emails and you have already subscribed recently or to an older email list, please unsubscribe by contacting the office, or by clicking the bottom of our emails.

We do not undertake data processing functions beyond basic lookup, list, workflow automation, reporting and communications functions.

SECURITY OF YOUR INFORMATION

We make reasonable efforts to ensure the information we have is of a high quality. Poor quality information hinders our ministry.

The FCC uses multiple cloud-based platforms; thus, we rely on third parties to secure your data. This enables us to take advantage of the world class security that these vendors can offer. Some of these providers store data outside of Australia. A full list of these platforms can be obtained by contacting the general secretary. The primary systems we use for storing your information is the *Microsoft OneDrive* platform and, more recently, *Mailchimp*. For more information on these platforms visit:

<https://privacy.microsoft.com/en-gb/privacy>

<https://mailchimp.com/legal/privacy/>

ACCESS TO YOUR INFORMATION

You may request access to your personal information at any time by contacting our Ministry Director or Office Secretary. If you believe the personal information that we hold about you is inaccurate, incomplete, or out of date, please notify our Ministry Director or Office Secretary. We will take reasonable steps to correct the information. If you want us to delete your data, we will do so unless we have a legal requirement to retain it.

CONTACTING THE FELLOWSHIP

If you have any comments, queries or concerns about our Privacy Policy or the way in which we handle your information, please contact our Ministry Director or Office Secretary. If you believe that we have not complied with the terms of this Privacy Policy or would like to appeal a decision made by us relating to your personal information, you can also make a complaint in writing to our Ministry Director or Office Secretary.

CONTACT

Email: contact@fccaus.org

Phone: +61 9588 5128

Post: PO Box 47s Bexley South, NSW 2207