



Baptist Churches

WESTERN AUSTRALIA

Privacy Policy

1. The Baptist Union of Western Australia (hereafter known as 'BUWA') has adopted this Privacy Policy as we recognise the right of people to keep their personal information private. This Privacy Policy covers BUWA'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 BUWA will collect general information about you, such as name, address, and contact and family details to allow BUWA to contact you and/or your family. BUWA may also collect this and other types of personal information during the course of dealing with you. For example, when applying for membership of BUWA, registering for various services provided by BUWA, 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 BUWA.
- 2.2 BUWA 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 BUWA. This information can include your IP address, browser type, domain names, access times and referring website addresses. This information is used by BUWA for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the BUWA website.
- 2.3 Where practicable, the purpose for which we collect personal information will be made clear at the time of collection, but primarily BUWA 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 BUWA. 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 BUWA public message boards, this information may be collected and used by others. Note: BUWA does not read any of your private online communications.

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

3. How We Use Your Information

- 3.1 BUWA 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, BUWA will only use and disclose your personal information as follows:

- a) To establish and maintain your involvement with BUWA.
- b) To answer your inquiry.
- c) To register you for events, conferences, promotions, courses and services.
- d) To assist us to make BUWA'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 BUWA 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 BUWA website and associated BUWA 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 BUWA 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 BUWA does not sell, rent or lease its customer lists to third parties. BUWA 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 (email, name, address, telephone number) is not transferred to the third party. In addition, BUWA 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 BUWA, and they are required to maintain the confidentiality of your information.
- 3.4 BUWA does not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent.
- 3.5 BUWA keeps track of the websites and pages our customers visit within BUWA, in order to determine what BUWA services are the most popular. This data is used to deliver customized content and advertising within BUWA to customers whose behaviour indicates that they are interested in a particular subject area.

4. Use of Cookies

- 4.1 The BUWA 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 BUWA pages, or register with BUWA sites or services, a cookie helps BUWA 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 BUWA website, the information you previously provided can be retrieved, so you can easily use the BUWA 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 BUWA services or Web sites you visit.

5. Access to Your Information

- 5.1 You can request access to the personal information that BUWA holds about you by contacting BUWA's Privacy Officer as set out below. BUWA 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 BUWA 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 BUWA's records.
- 6.2 BUWA 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 BUWA may amend this Privacy Policy at any time by having the amended version available at the BUWA office or on our website at www.baptistwa.asn.au. We suggest that you visit our website regularly to keep up to date with any changes and be informed of how BUWA is protecting your information.

8. Contact

- 8.1 BUWA welcomes your comments regarding this Privacy Policy. If you would like any further information, or have any queries, problems or complaints relating to BUWA's Privacy Policy or our information handling practices, please contact our Privacy Officer via admin@baptistwa.asn.au or by writing to:

The Privacy Officer, Baptist Union of Western Australia, PO Box 57, Burswood, WA, 6100

Document History and Version Control Record

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