# Hamilton South Baptist Church

# Privacy Policy

## Purpose

#### To ensure the appropriate confidentiality of information regarding staff, attendees of the church, and other users of the facilities.

* To ensure that the laws of the land are met as applicable.

## Roles

#### The Elders are responsible for ensuring compliance with the Privacy Act 1993.

#### The office worker will generally be responsible for managing personal data, but someone else may be appointed specifically to oversee adherence to the requirements of the Act if desired.

**Process**

##### The following twelve principles must be considered when taking personal information:

##### The purpose of the collection of personal information.

##### The source of the personal information.

1. Making the individual aware of the collection of personal information.
2. The manner in which the information is collected.

##### The storage and security of personal information.

##### The individual’s ability to access their own personal information.

##### The individual’s ability to correct their own personal information.

1. Ensuring that information held is accurate.

##### Deleting or destroying information that is no longer required.

##### Only using personal information for the purpose for which it was obtained.

##### That disclosure of personal information falls within the legislated limits.

##### That unique identifiers, e.g. IRD or Driver’s License numbers, are only assigned in accordance with legislated requirements.

Results of a NZ Police Vet for staff and other leaders/workers will be stored for a period of three years.

**Documents**

* Our privacy policy is governed by the following documents:
  + The Baptist Union of New Zealand Administration Manual.
  + The Privacy Act 1993.

## Review

This policy will be reviewed on an annual basis or at such other times as deemed necessary.

#### 

|  |  |
| --- | --- |
| **Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |