



Lutheran Church
of Australia

PRIVACY POLICY STATEMENT

The Lutheran Church of Australia understands the importance of protecting privacy and is committed to complying with the Privacy Act 1988 and the National Privacy Principles. A copy of the Privacy Policy is available on request.

INFORMATION HELD BY THE LUTHERAN CHURCH OF AUSTRALIA

Personal information which is held by the Lutheran Church of Australia includes personal and sensitive information about:

- members of congregations,
- Pastors, staff, job applicants, volunteers and contractors.

Personal information may be gathered by way of forms, email, telephone, face to face meetings and interviews.

USE OF INFORMATION

Personal information is collected so that:

- the Church may contact you, interact with you, and provide spiritual guidance and support,
- you may contact appropriate administrative sections within of the Church (Boards and Committees); and
- the Church can effectively and efficiently administer its human resources (call processes and appraisals).

SECURITY OF INFORMATION

The Church takes all reasonable steps to ensure that personal information is secure. All computers have password access and personal information is kept in locked storage.

All pastors, employees and volunteers with access to personal information are trained in the need for and are required to respect the confidentiality of all personal information and the privacy of individuals.

COMPLAINTS ABOUT A BREACH OF PRIVACY

Complaints about any breach in maintaining the privacy of an individual should be addressed to the Administrator of the District in which the alleged breach has taken place or the LCA Secretary.

REQUESTS FOR ACCESS TO PERSONAL INFORMATION

The Privacy Act gives you the right to access personal information held about you and you can ask for the information to be corrected if it is inaccurate. More information is set out in the Privacy Policy.

Any request for access to personal information should be directed in the first instance to the Chairperson of the congregation.