

## PRIVACY POLICY

Kiah Ridge Christian Conference Centre is an activity of the NSW and ACT Baptist Churches.

Kiah Ridge respects the privacy of your personal information and is committed to complying with the National Privacy Principles outlined in the Privacy Act 1988. The following privacy policy is intended to answer any questions you might have about Kiah Ridge (which includes our Kids Camps) personal information handling practices. It includes information relating to the kinds of personal information we collect; what we do with it; how we protect it; who we might disclose it to; and your general privacy rights.

### What Type of Personal Information Does Kiah Ridge Collect and How is it Collected?

Information collected relates to:

- Campers and parents and/or guardians before, during and after their immediate involvement with Kiah Ridge
- Job applicants, staff members, volunteers, participants in training courses and contractors
- People who donate to Kiah Ridge; and
- Other people who come into contact with Kiah Ridge

The type of information Kiah Ridge collects and holds may include (but is not limited to) both personal information and sensitive information and is collected by way of telephone calls, online forms, hard copy forms, face-to-face meetings and interviews.

### Personal Information

'Personal Information' is any kind of information about an individual that makes the identity of the individual apparent or reasonably ascertained.

Kiah Ridge generally collects the following kinds of Personal Information:

- Names
- Postal and email addresses
- Phone and fax numbers
- Date of birth
- Gender
- Marital status
- Education and training
- Details about next of kin
- Occupation and employment history
- History of involvement in Kiah Ridge activities
- Financial details (bank acct numbers) and donor history
- Photographic images, video clips and sound recordings

### Sensitive Information

Under the Privacy Act, sensitive information is defined as:

- Racial or ethnic origin;
- Political opinions;
- Membership of a political association;
- Religious beliefs or affiliations;
- Philosophical beliefs;
- Membership of a professional or trade association;
- Membership of a trade union;
- Sexual preferences or practices;
- Criminal record;
- Health information about an individual.

Kiah Ridge may collect health information (for duty of care purposes) and religious affiliation information.

All other sensitive information is collected with the consent of the individual concerned. Consent may be either express or implied consent, depending on the nature of the transaction. When practicable Kiah Ridge will always take reasonable steps to obtain express consent when collecting sensitive information.

### Use of personal information

We use Personal Information to:

- Process camp registrations and donations
- Keep parents and children informed about matters related to camps and the general work of the organisation
- Seek donations and market Kiah Ridge as an organisation
- Satisfy Kiah Ridge's legal obligations and duty of care
- Conduct surveys of our supporters
- Process information for the smooth running of training courses and
- Promote our services at events, on our website, in publications and for fundraising purposes.

We only collect personal information that is necessary for us to carry out our functions and activities. We collect this information by lawful and fair means and in an unobtrusive way. If personal information is not provided, Kiah Ridge may not be able to process camp registrations, donations or satisfy duty of care requirements.

Kiah Ridge treats consent given by parents as consent given on behalf of the child, and notice to parents will act as notice given to the child.

Kiah Ridge may use Personal Information for its marketing purposes including where it is impractical for Kiah Ridge to seek the individual's consent before that particular use.

All fundraising appeal mailings will feature an 'opt-out' clause. If individuals choose to 'opt-out' we will not contact them again for that particular purpose.

From time to time we may notify you of special events, new resources or services, or other information that may interest you. We will stop sending you this type of information if you inform us by email, telephone or in writing that you do not wish to receive such material.

### Job Applicants, Staff Members, Volunteers, Contractors and Others

Kiah Ridge's primary purpose for collecting personal information from job applicants, staff members, volunteers and contractors is to assess and (if successful) engage the applicant, staff member, volunteer or contractor.

The purposes for which this information is used include: administering the individual's employment or contract; insurance purposes; seeking funds and marketing for Kiah Ridge; and to satisfy Kiah Ridge's legal obligations such as child protection legislation. Under the Privacy Act, the National Privacy Principles do not apply to employee records. As a result, this Privacy Policy does not apply to Kiah Ridge's treatment of employee records, where the treatment is directly related to a current or former employee relationship between The Baptist Union of NSW & ACT and the employee.

#### **Disclosure of Personal Information**

We do not engage in the selling, renting or exchanging of our database.

Kiah Ridge discloses Personal Information to:

- Staff and volunteers to facilitate the smooth running of camps (ie. directors, leaders and first aid staff).
- Medical practitioners
- Organisations, individuals and/or volunteers that assist in Kiah Ridge's fundraising and marketing activities
- Anyone you authorise Kiah Ridge to disclose information to

#### **Website**

The Baptist Churches of NSW & ACT respects and protects the privacy of all users of our website: [www.kiahridge.org.au](http://www.kiahridge.org.au)

We reserve the right to collect personally identifying information from our users during (a) online enquiries or (b) online surveys.

Generally the information collected includes: name; e-mail address; postal address; and answers to questions (surveys or otherwise). This information is used for internal marketing purposes and helps us determine how to improve our site and products.

The website may use 'cookies' to track website usage and statistics. Visitors may set their browsers to refuse cookies, which may limit access to some functions.

Tracking will be conducted in such a way to ensure the anonymity of visitors.

Kiah Ridge's website may contain links to third party websites. Kiah Ridge is not responsible for the privacy practices of these sites.

By using the Kiah Ridge website you signify your assent to the Kiah Ridge Christian Conference Centre Privacy Policy.

#### **Security of Your Personal Information**

Kiah Ridge will take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure. This includes physical security, computer and network security and personnel security.

Kiah Ridge will take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed. In instances where information is archived, Kiah Ridge will take reasonable steps to ensure the security of this information.

#### **Access and Correction Rights**

You can request access to your Personal Information held by Kiah Ridge by contacting our Privacy Officer. Kiah Ridge may require you to verify your identity in order to access information.

Kiah Ridge may choose not to provide individuals with access to personal information if:

- Providing access would have an unreasonable impact on the privacy of other individuals;
- The request for access is frivolous or vexatious;
- The information relates to anticipated or existing legal proceedings and would not be discoverable in those proceedings
- Providing access would be likely to prejudice an investigation of possible unlawful activity.

If you believe that any personal information that we are storing about you is incorrect, incomplete, or not up to date, you can ask us to correct the information. In most cases, we expect to be able to respond to such a request.

#### **Complaints/Problems**

If you believe that Kiah Ridge may have breached your privacy rights, or are simply concerned about any of our information handling practices, please contact our Privacy Officer. We will promptly investigate the matter and where appropriate, take steps to remedy your concerns.

#### **How to contact our Privacy Officer**

The Privacy Officer

Kiah Ridge Christian Conference Centre

PO Box 43

Tahmoor NSW 2573

Australia

Ph: (02) 4683 1111 Fax: (02) 4683 1122