****

**The Uniting Church in Australia**

**[congregation name]**

**Privacy Policy Information**

[Congregation name] Uniting Church has adopted a privacy policy in order to comply with the Privacy Act 1988 (Cth) (Act) and the Australian Privacy Principles (APPs) contained in schedule 1 of the Act. The privacy policy ensures the importance of protecting the privacy and the rights of individuals in relation to their personal information. This page provides brief details of topics contained within our privacy policy. Please refer to the privacy policy for full details available on our website, [insert website address]

**What We Do To Protect Your Privacy**

**Privacy Officer**

[Name of Privacy Officer] is our Privacy Officer. They can explain more about what we do to protect your privacy.

**Privacy Policy**

A summary and full version of our Privacy Policy is available on our website or from [Name of Privacy Officer].

**Use of Your Personal Information**

We will only use personal information for the primary purpose for which it is collected unless we are given consent from you for its use for another purpose. In most cases, the primary purpose will relate to the spiritual, pastoral, social, educational and administrative functions of the Church.

**Electronic Security of Your Identity**

We do not upload phone numbers, email addresses etc. to our social media page. Names and photographs are only used in church or on social media with your permission.

All our electronic file storage is secure [list steps you take to make sure this is the case].

**Emails**

When we send an email to a group of people who have not agreed to share their contact details, we put all the email addresses in the BCC line, not the TO or CC line so no one is able to see anyone else’s email address.

**Announcements in Church**

Before sharing a pastoral concern, we will ask you, or a close family member, what details, if any, you wish to be shared with the rest of the congregation.

**Anything Else You Do to Protect Privacy**

List here

For more details, please see our privacy policy which is available on our website [insert website address]

If you have any questions about our policy, please contact our Privacy Officer, [Name of Privacy Officer]
email: [email contact for your church] or mobile: [insert phone number if the Privacy Officer consents]

This wording can also be used on your website where you upload your Privacy Policy [delete this line before printing or publishing this page]