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**The Uniting Church in Australia**

**Illawarra Presbytery Privacy Policy
Guidance for Church Leaders**

An Act of Parliament ‘Privacy Act 2000’ sets out laws in relation to all personal information.

The Uniting Church in Australia Synod of NSW and ACT Illawarra Presbytery (“Presbytery”) and its various entities including Congregations recognise the importance of protecting the privacy and the rights of individuals in relation to their personal information.

The Uniting Church Synod of NSW-ACT has formulated its own Privacy Policy. This Policy has been adopted by the Illawarra Presbytery in order to comply with the requirements of the Privacy Amendment (Enhancing Privacy Protection) Act 2012, Australian Privacy Principles (APPs).
The *Privacy Policy for Illawarra Congregations* can be adopted for use by congregations.

**What this means for Uniting Church Congregation Leaders**

**Privacy Officer**

Appoint a Privacy Officer for your Congregation who will be responsible for educating the congregation in following the Privacy Policy and dealing with any privacy issues.
Presbytery Privacy Officer, Vi Richardson offers training for Privacy Officers (see contact below).

**Adopt and Follow the *Privacy Policy for Illawarra Congregations***

Having a privacy policy is a legal requirement. People care about their privacy and want to feel secure before providing private information. Adopting and following the *Privacy Policy for Illawarra Congregations* assists congregations meet their privacy obligations.

**Implement Electronic Security**

Talk to your provider to check the security of your website. Do not upload names, phone numbers, email addresses etc. even if you have permission to do so, if you cannot be sure your website or social media page is secure.

Vi Richardson can help you ensure your congregation adopts secure electronic documents storage.

**Secure Your Paper Documents**

Names, phone numbers, signatures and other personal information is often collected for rosters etc.
Ensure these documents are stored securely or scanned/photographed and electronically stored securely.

**Emails**

When you send an email to a group of people who have not agreed to share their contact details, put all the email addresses in the BCC line, not the TO or CC line. This way, no one will be able to see anyone else’s email address. A good example of this is when distributing a church newsletter.

**Announcements in Church**

When someone has a pastoral concern, ask them, or a close family member, what details, if any, of their issues they wish to be shared with the rest of the congregation. This often occurs when someone is ill or suffers a tragic incident. This also applies to Prayers of the People (Intercession Prayers).

**Photographs**

Before you show photographs of others, get permission from those in the photograph. This would include photographs in a newsletter, on a PowerPoint slide presentation, Facebook etc.

**Social Media**

Before you put any personal details of others or their activities on social media eg Facebook get permission from those involved.

**Congregation Lists**

Limit the distribution of congregation lists (with contact details) to those members with specific leadership roles within the congregation eg Elders.

For more details, please see our privacy policy which is available on our website [www.illawarra.nsw.uca.org.au](http://www.illawarra.nsw.uca.org.au).

If you have any questions about our policy, please contact our Privacy Officer, Vi Richardson.
email: Admin.ip@nswact.uca.org.au or mobile: 0491 185 320