

Privacy Policy

NCCA Ltd P013

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1. Introduction

The National Council of Churches in Australia (NCCA) values your privacy and is committed to protecting personal information. This policy explains how we collect, use, disclose, and protect your information.

2. Collection of Personal Information

The NCCA collects personal information directly from individuals or from third parties with consent. This information includes but is not limited to contact details (name, address, email, phone number) and demographic information relevant to our activities.

3. Use of Personal Information

- 3.1. Personal information is used for the purposes of:
 - 3.1.1. Providing services, programs, and resources
 - 3.1.2. Communicating with stakeholders, including sending newsletters, updates, and event invitations
 - 3.1.3. Managing relationships and responding to inquiries
 - 3.1.4. Complying with legal and regulatory obligations

Personal information may also be used in the course of employment and during the fulfillment of roles and responsibilities, including duties as board of directors and as employees of the NCCA.

4. Disclosure of Personal Information

- 4.1. Personal information may be disclosed to:
 - 4.1.1. Service providers assisting in service delivery (e.g., IT providers, mailing houses)
 - 4.1.2. Government authorities or law enforcement agencies as required by law
 - 4.1.3. Third parties with consent or as permitted by law

5. Security of Personal Information

The NCCA implements measures to protect personal information from unauthorised access, use, or disclosure. These measures include encryption, access controls, and secure data handling procedures.

6. Access and Correction

Individuals may request access to their personal information held by the NCCA or request corrections if information is inaccurate, incomplete, or out-of-date. Requests should be directed to the Secretariat.

7. Retention and Deletion

Personal information is retained only as long as necessary for the purposes outlined in this policy or as required by law. When no longer needed, information is securely deleted or de-identified.

8. Scope of Application

- 8.1. This policy applies to all members of the National Council of Churches in Australia, including:
 - 8.1.1. Board of Directors
 - 8.1.2. Staff
 - 8.1.3. Volunteers
 - 8.1.4. Members of commissions, networks and task forces.

9. Marketing Communications

The NCCA may use personal information to send stakeholders marketing communications about services, events, and activities. Stakeholders can opt out at any time by contacting the secretariat.

10. Data Breaches

In the event of a data breach that poses a risk to personal information, the NCCA will promptly notify affected individuals and relevant authorities as required by law. Measures will be taken to mitigate any potential harm and prevent future breaches.

11. Third-Party Links

The NCCA's website may contain links to third-party websites. This privacy policy does not apply to those websites, and the NCCA is not responsible for the privacy practices of third parties. Users are encouraged to review the privacy policies of any linked websites.

12. Data Minimisation and Anonymisation

The NCCA practices data minimisation by only collecting personal information necessary for specified purposes. When possible, personal information is anonymised or pseudonymised to protect individuals' identities. This practice extends to publications produced by the NCCA Commissions and Taskforces.

13. Consent and Withdrawal

By providing personal information to the NCCA, individuals consent to the collection, use, and disclosure of their information as outlined in this policy. Individuals have the right to withdraw their consent at any time by contacting the Secretariat, subject to legal or contractual restrictions.

14. Complaints and Dispute Resolution

Any complaints regarding the handling of personal information should be directed to the Secretariat. The NCCA will investigate and respond to complaints promptly. If individuals are not satisfied with the resolution, they may escalate the matter to the relevant data protection authority.

15. Employee and Contractor Confidentiality

All employees, contractors, and volunteers of the NCCA are required to respect the confidentiality of personal information. They are bound by confidentiality agreements and confidentiality obligations. Employees undergo training on data protection practices.

16. Changes to this Privacy Policy

This policy may be updated periodically to reflect changes in practices, legal requirements, or technology and in accordance with the NCCA *Policy on Policies*.

17. NOTE

This Privacy Policy has been approved by the Board of National Council of Churches in Australia (NCCA) ABN 47 000 391 104 on 9 July 2024 and will be reviewed in three (3) years.

END.