

ST LUKE'S ANGLICAN CHURCH

PRIVACY POLICY

St Luke's Anglican Church (referred to in this Privacy Policy as "we", "our" or "us") is committed to complying with the Privacy Act 1993 ("the Act") when dealing with personal information. Personal information is information about an identifiable individual (a natural person).

This Policy does not limit or exclude any of your rights under the Act. If you wish to seek further information on the Act, see www.privacy.org.nz.

We may change this Policy from time to time and, if we do so, we will notify you through the newsletter or other Parish communication.

1. WHAT PERSONAL INFORMATION WE COLLECT AND HOW WE COLLECT IT

We may collect personal information about you (such as your first and last name, mailing address, telephone number, e-mail address, financial giving, bank account), directly from you when you complete a form to compile or update our Parish Directory or when you elect to make your financial giving by way of an automatic payment.

We use cookies (alphanumeric identifiers) for security purposes and to monitor use of the website. It is your responsibility to disable cookies via the browser if you choose; however, you should be aware that disabling cookies may affect the functionality of the website.

2. WHY WE COLLECT YOUR PERSONAL INFORMATION

We will use and disclose your personal information only for the following purposes:

- to compile a Parish Directory (hard copy not electronic) to facilitate communications to you from the Church office and between parishioners;
- to compile a Parish Roll in order to meet the requirement of the Diocese of Auckland (Ministry Unit Statute) to record membership of the Parish;
- where appropriate, to provide you with pastoral care;
- to process and receipt payments you make to us and provide you with an annual tax certificate;
- to respond to any queries, comments or complaints you may have;
- to comply with relevant laws and regulations; and
- for any other purpose for which you give us permission.

We will use and disclose your personal information only for the above purposes (or otherwise as required or authorised by law). If you do not want your personal information to be collected, please do not submit it to us.

3. HOW WE SHARE OR DISCLOSE YOUR INFORMATION

For the purposes set out above, we may disclose your personal information in the following ways:

We may disclose your information where disclosure is directly related to the purpose for collection of the information, such as the Parish Directory. We publish a print/hard copy of the Directory for circulation among parishioners but that is not shared with the public or distributed electronically (except to authorised individuals in the Parish).

Access to financial information is restricted to the Treasurer, Parish Administrator and the Trust Investments Management section of the Diocese of Auckland which issues annual tax receipts. We

will not share your personal information with any other third parties unless legally required or authorised to do so, for example, where you give your permission.

We sometimes employ contractors, service providers and other third parties to perform functions on our behalf. Examples include print service providers and the Trust Investments Management section of the Diocese of Auckland.. They have access to the limited personal information needed to perform their functions, but may not keep, use or disclose it for other unauthorised purposes. Our agreements with them protect the information that we collect from any unauthorised use.

We will take reasonable steps to ensure that the persons and organisations to whom we disclose personal information are bound to protect the privacy of that personal information.

4. WHAT IF YOU DO NOT PROVIDE US WITH THE PERSONAL INFORMATION REQUESTED

If you do not provide us with the personal information about you that we request, we may not be able to keep you adequately informed of parish activities, provide timely pastoral care, process your donations and provide a tax certificate, or otherwise deal with any requests or enquiries you make.

5. DATA SECURITY

We work diligently to protect the security of your personal information. We take reasonable steps to ensure your personal information is protected from misuse, loss, interference and unauthorised access, modification or disclosure.

However, data protection and security measures are never completely secure and, despite the measures we have put in place, we cannot guarantee the security of your information. It is important for you to protect against unauthorised access to your computer and your personal information. You must take care to protect your personal information (for example, by protecting any usernames and passwords) and you should notify us as soon as possible of any security breaches.

6. HOW LONG WE HOLD PERSONAL INFORMATION

We will retain personal information until we no longer have a lawful purpose for doing so.

7. HOW YOU CAN ACCESS AND CORRECT YOUR PERSONAL INFORMATION

You may request confirmation of whether or not we hold any personal information about you and you may request access to your personal information that we hold by emailing us at administrator@saintlukes.org.nz for the attention of the Privacy Officer. Once we have verified your identity we will provide you with such confirmation and access unless one of the grounds for refusal under the Privacy Act applies.

You may request the personal information we hold about you to be corrected by emailing us at administrator@saintlukes.org.nz for the attention of the Privacy Officer. If we agree that your record of personal information should be corrected we will make the correction and provide you with a copy of your amended record if you request. To keep your information up-to-date please notify us of any changes as soon as possible.

Your rights of access to and correction of any personal information we hold about you are subject to the procedures set out in the Privacy Act.

8. WHO YOU CAN CONTACT FOR FURTHER INFORMATION

If you have questions or comments about this Policy, or you wish to access or make changes to your personal information, please email administrator@saintlukes.org.nz and mark it for the attention of the Privacy Officer.

Dated:16 July 2024. For review by 31 July 2026.