



Privacy Policy – Melbourne Christadelphian Family Conference 2022

Scope: This policy applies to the operations of the Melbourne Christadelphian Conference 2022 (the "Conference").

1 Introduction

- 1.1 The Privacy Amendment Act 2000 amends the Privacy Act 1988 to include the regulation of private sector organisations, including churches, and the systems used by such organisations to handle "personal information". The Act details how personal information is managed, what information can be kept, how it can be collected and used, how it must be secured and how it will be disclosed.
- 1.2 All registered attendees of the Conference may ascertain what personal information is collected by the Conference, why it is collected, what information the Conference holds, how it will use the information, and who else may have access to the information.
- 1.3 Registered attendees may also verify that the information held on them is accurate and, under Commonwealth law, may complain to the Privacy Commissioner if they think their information is being incorrectly handled.

2 Information to be Gathered and Stored

- 2.1 Information requested on the registration form will be collected and maintained by the Conference.
- 2.2 Additional information may be collected from certain registered attendees as it pertains to specific activities of the Conference.

3 Use of Information

- 3.1 The information collected in 2.1 and 2.2 will be used for planning and communications related to Conference business. It will only be shared with Conference committee and sub-committee members that have a legitimate need to have the information.
- 3.2 The Conference will not use personal information for any purposes outside the management and arrangements of the Conference.
- 3.3 All correspondence addressed to the Conference will be accepted as being written to all supporting Melbourne Christadelphian ecclesias. Its receipt will be noted in Conference Committee Meeting minutes and any comments by the Conference and any proposed action will also be minuted. Quotations from the correspondence may be included in the minutes and advised to supporting Melbourne ecclesias if considered appropriate.
- 3.4 Where copies of correspondence between other parties are received these will be noted in the minutes but details will not be passed to any other party with the express approval of both the writer and addressee.

4 Complaints Process

- 4.1 The Conference Secretary in consultation with the Chairman will assume the role of Privacy Officer on behalf of the Conference. He will identify and address any systemic



or ongoing compliance problems, promote registered attendee confidence in the Conference privacy procedures, and address complaints quickly and effectively.

- 4.2 Any registered attendee who believes their personal information has been inappropriately handled should lodge their concerns in writing to the Conference Secretary. Correspondence should clearly identify the circumstances surrounding the alleged inappropriate handling and any remedy sought.
- 4.3 The Conference Secretary in consultation with the Chairman must endeavour to satisfy the complainant through reasoned mediation and conciliation.
- 4.4 If the complainant is dissatisfied with the handling of the complaint, the Committee may appoint two members to further address the complainant's concerns and engage in further reasoned mediation and conciliation. If the complainant is still dissatisfied, or if, due to the sensitivity of the complaint, it is deemed inappropriate to submit the complaint to the Conference Committee, under Commonwealth law, the complainant may refer the matter directly to the Privacy Commissioner.
- 4.5 The Privacy Commissioner has the discretion to instigate an investigation into any interference with privacy even if no complaint has been lodged by any party involved. The Privacy Commissioner is empowered to order the Conference to redress any loss or damages to the aggrieved party. Failure to comply with these directions may result in the matter being referred to the Commonwealth Courts.

5 Accessing Personal Information

- 5.1 Registered attendees may access and examine all personal information relating to them that is held by the Conference. Requests should be made to the Conference Secretary in the first instance.
- 5.2 If a registered attendee identifies inaccurate, incomplete or out-of-date personal information and request that it be corrected, then the Conference will take all reasonable steps to do so.
- 5.3 If the registered attendee disagrees with the accuracy of the personal information, the registered attendee may request that a statement outlining the perceived discrepancies be associated and kept with the relevant information. The Conference must take all reasonable steps to comply with such requests.

6 Information on Internet Web Pages

- 6.1 No information such as would identify registered attendees shall be posted on any web-site associated with or produced by the Conference unless permission has been obtained from the registered attendee for the information to be posted.
- 6.2 All contact with registered attendees will be through the address information (usually email, but telephone and mailing address may also be used) provided in the registration information.

7 Security of Information

- 7.1 The Conference Secretary as custodian of Conference records will take all reasonable steps to ensure such records are kept in a secure location and will not divulge any information so collected except in the terms of this policy.
- 7.2 Conference Committee members will act in accordance with this policy when managing information collected by the Conference.