

Partners In Ministry

Privacy Policy

Introduction

This interim Privacy Policy is in place while Partners In Ministry develops its comprehensive Privacy Policy. It describes how we collect, hold, use and disclose personal information, and how we meet our obligations under the Privacy Act 1988 (Cth) and the 13 Australian Privacy Principles (APPs).

This policy applies to all personal information handled by Partners In Ministry, in both electronic and physical formats.

For any privacy enquiries, please contact our Privacy Officer at info@partnersinministry.com marked to the attention of the Privacy Officer.

Purpose

The purpose of this policy is to meet our obligations under APP 1 of the Privacy Act 1988 (Cth), which requires Partners In Ministry to have a clearly expressed and up-to-date policy describing how we manage personal information. A comprehensive Privacy Policy is currently being developed and will replace this document upon approval by the Executive.

Policy

Who we collect personal information from

In the course of our activities, we may collect personal information from:

- clients and service users
- donors and supporters
- employees, volunteers and prospective employees
- contractors and consultants
- ministry partners and referees

What personal information we collect

We may collect personal information including names, contact details, addresses, and financial information. Where necessary for our activities, we may also collect sensitive information such as health information, government identifiers (including Tax File Numbers), and other sensitive personal information. We only collect sensitive information with consent or where permitted by the APPs.

How we collect personal information

Where it is reasonable and practical to do so, we collect personal information directly from the individual. We may collect information through forms, email, telephone, face-to-face meetings, and through our website. In some cases, we may collect information from third parties such as referees or other organisations.

Why we collect personal information

We collect personal information only where it is necessary for one or more of our functions or activities, including:

- delivering services to clients
- communicating with donors, supporters and ministry partners
- meeting our legal and regulatory obligations
- managing our staff, volunteers and contractors
- operating and improving our website and services

How we store and protect personal information

We store personal information securely in both electronic and physical formats. We take reasonable steps, including technical and organisational measures, to protect personal information from misuse, loss, unauthorised access, modification or disclosure.

Some information may be stored with third-party cloud service providers who may hold data outside Australia. We take reasonable steps to ensure any such providers comply with the APPs or a comparable privacy regime.

Disclosure of personal information

We use personal information only for the purposes for which it was collected, or for a directly related purpose the individual would reasonably expect. We do not sell personal information to third parties. We may disclose personal information to government agencies or other bodies where required or authorised by law, or with the individual's consent.

Accessing and correcting your personal information

You may request access to, or correction of, personal information we hold about you by contacting our Privacy Officer at info@partnersinministry.com. We will respond within a reasonable time, usually no longer than 30 days.

Privacy complaints

If you believe Partners In Ministry has breached the Australian Privacy Principles in handling your personal information, you may lodge a written complaint with our Privacy Officer at info@partnersinministry.com. We will acknowledge your complaint and respond within 30 days.

If you are not satisfied with our response, you may refer your complaint to the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au or by calling 1300 363 992.

Updates to this policy

This interim policy will be replaced by a comprehensive Privacy Policy currently under development. The updated policy will be published on our website upon approval. Partners In Ministry reserves the right to update this policy at any time to reflect changes in our practices or applicable law.

Governing Legislation

Privacy Act 1988 (Cth) – www.legislation.gov.au

Australian Privacy Principles – www.oaic.gov.au/privacy/australian-privacy-principles

Privacy and Other Legislation Amendment Act 2024 (Cth) – www.legislation.gov.au

Office of the Australian Information Commissioner – www.oaic.gov.au