

PRIVACY POLICY AUC Ministerial (Ministry Development Portal)

This Policy describes how the Australian Union Conference of the Seventh-day Adventist Church will discharge its obligations under the Privacy Act 1988 (Cth) and various state and territory privacy acts, collectively referred to as Privacy Laws. The Privacy Laws include the Privacy Principles, described as Australian Privacy Principles (APPs) in the Privacy Act 1988 (Cth) which apply to the use of personal information by the Church.

The Australian Privacy Principles are located at:

<https://www.oaic.gov.au/privacy/australian-privacy-principles/australian-privacy-principles-quick-reference/>

This privacy policy details how the AUC Ministerial Association meets its obligations to manage personal information in accordance with the Privacy Laws.

Types of personal information

In pursuit of the core activities of ministry development, facilitating online forms, communication and carrying out administrative functions, AUC Ministerial accumulates a large amount of personal information concerning ministry leaders, lay users and other persons and is required to hold certain records of factual information, both for internal use and to meet its statutory obligations.

We recognise that all portal and website users, both past and present, are entitled to a legitimate expectation that we will collect, store, manage, use and disclose all personal information held about them in accordance with all relevant legislation, guidelines and standards.

1. We respect your privacy

1.1. AUC Ministerial (Website & Ministry Development Portal) respects your right to privacy and is committed to safeguarding the privacy of portal users and website visitors. We adhere to the Australian Privacy Principles contained in the Privacy Act 1988 (Cth). This policy sets out how we collect and treat your personal information.

1.2. "Personal information" is information we hold which is identifiable as being about you.

2. Collection of personal information

2.1. AUC Ministerial (Ministry Development Portal) will, from time to time, receive and store personal information you enter onto our website, provided to us directly or given to us in other forms.

2.2. You may provide basic profile information such as your name, phone number, address, family details, education history, preferences to enable us to send information, auto-populate form fields, provide updates to, feedback on,

and process your Ministry Reports, Competency Review Reports etc. We may collect additional information at other times, including but not limited to, when you provide feedback, when you provide information about your personal or business affairs, change your content or email preference, respond to surveys and/or notifications, provide financial or credit card information, or communicate with MD Support.

2.3. Additionally, information stored in Membership online (Entity ID)/ MyAdventist and other platforms is also collected, as well as any other information you provide while interacting with us while using the portal.

2.4 Personal information records may relate to:

- Personal details including date of birth, family information, permanent home addresses, contact information, and other profile and preference information.
- development plans and progress (Auxano Plans), Resources and progress through resources. This includes reading, viewing, listening, online course, seminars resources as well as mentors.
- Plans, progress and comments via Ministry Reports and the REAP cycle, and feedback on your ministry via Reviewers, Supervisors, and Administrative/ Ministerial Staff.
- Academic performance and industry qualifications (e.g. certificates, degrees, placements), examination and assessments.
- Applications for and awards of Development funding assistance.
- Qualifications and status for specific courses (e.g. possession of Blue Card, Immunisation, First Aid)
- Other student related matters.

3. How we collect your personal information

3.1. AUC Ministerial (Ministry Development Portal) collects personal information from you in a variety of ways, including when you interact with us electronically or in person, when you access our website and when we provide our services to you. We may receive personal information from third parties. If we do, we will protect it as set out in this Privacy Policy.

4. Use of your personal information

4.1. AUC Ministerial (Ministry Development Portal) may use personal information collected from you to provide you with information, updates and our services. We may also make you aware of new and additional features, resources, products, services and opportunities available to you. We may use your personal information to improve our products and services and better understand your needs.

4.2. AUC Ministerial (Ministry Development Portal) may contact you by a variety of measures including, but not limited to telephone, email, sms, portal notifications or mail.

5. Disclosure of your personal information

5.1. Administrative users of the Portal shall at all times abide by the processes set out within the MD Ministry Leaders' Handbook, the MD Administrators' Handbook, and the MD Internship Manual. Data shall not be shared with any other, except as provided for within the processes outlined therein.

5.2 We may disclose your personal information to any of our employees, officers, insurers, professional advisers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes set out in this Policy. Subject to clauses 5.3 and 5.4 below, Personal information is only supplied to a third party when it is required for the delivery of our services.

5.3. We may from time to time need to disclose personal information to comply with a legal requirement, such as a law, regulation, court order, subpoena, warrant, in the course of a legal proceeding or in response to a law enforcement agency request.

5.4. We may also use your personal information to protect the copyright, trademarks, legal rights, property or safety of AUC Ministerial (Ministry Development Portal), md.adventist.org.au, entities of the Seventh-day Adventist Church, Adventist Schools Australia, their customers or third parties.

5.5. Information that we collect may from time to time be stored, processed in or transferred between parties located in countries outside of Australia.

5.6. If there is a change of governance of AUC Ministerial or the Ministry Development Portal, or a sale or transfer of associated assets to another entity within the Seventh-day Adventist Church, we reserve the right to transfer to the extent permissible at law our user databases, together with any personal information and non-personal information contained in those databases. This information may be disclosed to a potential purchaser or transferee under an agreement to maintain confidentiality. We would seek to only disclose information in good faith and where required by any of the above circumstances.

5.7. By providing us with personal information, you consent to the terms of this Privacy Policy and the types of disclosure covered by this Policy. Where we disclose your personal information to third parties, we will request that the third party follow this Policy regarding handling your personal information.

6. Security of your personal information

6.1. AUC Ministerial (Ministry Development Portal) is committed to ensuring that the information you provide to us is secure. In order to prevent

unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure information and protect it to the fullest extent possible from misuse, interference, loss and unauthorised access, modification and disclosure.

6.2. We cannot guarantee the security of any information that you transmit to us, or receive from us. Although we take measures to safeguard against unauthorised disclosures of information, we cannot assure you that personal information that we collect will not be disclosed in a manner that is inconsistent with this Privacy Policy.

7. Access to your personal information

7.1. Your information is always available to you within your Portal using your credentials to log in. You may request details of personal information that we hold about you in accordance with the provisions of the Privacy Act 1988 (Cth). If you would like a copy of the information which we hold about you or believe that any information we hold on you is inaccurate, out of date, incomplete, irrelevant or misleading, please email us at support@md.adventist.org.au.

7.2. We reserve the right to refuse to provide you with information that we hold about you, in certain circumstances set out in the Privacy Act.

8. Changes to this Privacy Policy

8.1. Please be aware that we may change this Privacy Policy in the future. We may modify this Policy at any time, in our sole discretion and all modifications will be effective immediately upon our posting of the modifications on our website aucministerial.org, and within the Documents tab on the Ministry Development Portal. Please check back from time to time to review our Privacy Policy.

9. Website

9.1. When you visit the MD portal or AUC Ministerial website

When you come to our websites (md.adventist.org.au and aucministerial.org.au) we may collect certain information such as browser type, operating system, website visited immediately before coming to our site, etc. This information is used in an aggregated manner to analyse how people use our site, such that we can improve our service.

9.2. Cookies

We may from time to time use cookies on our website. Cookies are very small files which a website uses to identify you when you come back to the site and to store details about your use of the site. Cookies are not malicious programs that access or damage your computer. Most web browsers automatically accept cookies but you can choose to reject cookies by changing your browser settings. However, this may prevent you from taking full advantage of our

website. Our website may from time to time use cookies to analyse website traffic and help us provide a better website visitor experience. In addition, cookies may be used to serve relevant ads to website visitors through third party services such as Google Adwords. These ads may appear on this website or other websites you visit.

9.3. Third party sites

Our site may from time to time have links to other websites not owned or controlled by us. These links are meant for your convenience only. Links to third party websites do not constitute sponsorship or endorsement or approval of these websites. Please be aware that AUC Ministerial (Ministry Development Portal) is not responsible for the privacy practices of other such websites. We encourage our users to be aware, when they leave our website, to read the privacy statements of each and every website that collects personal identifiable information.

10. Making a Complaint about breach of privacy

10.1. If you believe that the Australian Union Conference of Seventh-day Adventists or one of its employees has breached your privacy when handling your personal information, you are entitled to make a privacy complaint.

Contact:

The Australian Union Conference Ministerial Association Secretary

At:

Australian Union Conference of Seventh-day Adventists, P.O. Box 4368,
Ringwood, Victoria, 3134

Alternatively, you may make contact via email (The email address for the current serving Ministerial Association Secretary is available on request from the reception).

You will receive a response shortly after receiving written notice of your complaint.

14th August 2019