

## ADMIN Privacy and Confidentiality

### Purpose

This document outlines the implementation at KBC of the Privacy Policy of the Baptist Churches of South Australia (BCSA)<sup>1</sup>. As a member organisation, KBC is subject to this Policy.

### Background

Privacy is the right of a person to control what personal information is available to others. Australian laws place specific obligations on every organisation about the collection, storage and use of such information so that a person's right to privacy is respected. KBC is subject to those obligations. The term "confidentiality" describes the obligation to respect the privacy of another person or organisation.

The concept of privacy is relatively modern and varies in different cultures. For example, privacy will be viewed differently in a tribal culture *versus* in a city with extensive digital communication. That said, the concept of privacy is based on a respect for the autonomy of the individual, and that is a feature of God's relationship with each of us. Jesus never forced anyone to believe; a person was free to make their own choice, even if that was the wrong choice (as with the Rich Young Ruler in Mark 10:17-27). For that reason, the duties of respect for autonomy and of confidentiality apply to every Christian at KBC, not merely those with specific roles and duties. Although this document deals with what might be considered the "official" aspects of privacy, the principles apply to everyday communications. For example, gossip could be regarded as a failure in our duty of respect and confidentiality towards another person.

While every person has a right of privacy regarding information shared with other people, this does not apply to information known to God. Ultimately, everything will be revealed by God and there will be no privacy. Jesus said, "*Nothing is covered up that will not be revealed, or hidden that will not be known. Therefore whatever you have said in the dark shall be heard in the light, and what you have whispered in private rooms shall be proclaimed on the housetops*" (Luke 12:2-3). However, this will be God's prerogative, not ours.

### Detail

This document does not replicate the BCSA Policy, and the BCSA Policy must be read in conjunction with this document.

1. The Diaconate will appoint a Privacy Information Contact Person on an annual basis. Given the obligations placed on KBC under Australian legislation, this person will be a Deacon or other Officer of KBC. The responsibilities of the Privacy Information Contact Person are detailed in the BCSA Privacy Manual.<sup>2</sup>
2. The KBC Privacy Brochure will be provided to people attending KBC and displayed prominently on the KBC website. The KBC Privacy Brochure is based on the template provided in the BCSA Privacy Manual and is appended to this Policy.
3. KBC will complete an audit of every activity at KBC which involves the collection, storage or use of personal information. This audit will be documented as per the guidelines in the BCSA Privacy Manual, and records kept (as PDFs under ADMIN/PRIVACY on the Office computer). The Audits will involve the KBC Office Manager and anyone involved in the handling of such

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<sup>1</sup> BCSA Privacy Policy: <https://sabaptist.asn.au/wp-content/uploads/2018/10/Privacy-Policy.pdf>

<sup>2</sup> BCSA Privacy Manual: <https://sabaptist.asn.au/wp-content/uploads/2018/09/Privacy-Manual.pdf>

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information. Any deficiencies identified in the audit will be addressed, with records of actions and outcomes retained as PDFs on the Office computer.

4. On appointment, every employee or Officer of KBC will be provided with a copy of this Policy and the BCSA Privacy Manual. They will also be required to sign a Confidentiality Declaration that commits the appointee to respect the privacy of individuals or organisations whose information that may be exposed to in their new position. The Confidentiality Declaration is appended to this Policy.
5. Recognising the turnover in employees and Officers, the Privacy Audit will be repeated at intervals of no less than 5 years.
6. Volunteers other than Officers of KBC may also handle personal information. All Group Leaders and others involved in potentially handling such information will be advised of this Policy and the need to comply with the associated guidelines and laws.

#### Applies to the following groups

- All employees and Officers of KBC
- All volunteers involved in potentially handling personal information.

#### Date approved by Diaconate

6 April 2023

#### Review of Policy

2028.

## Knightsbridge Baptist Church Inc. Privacy Brochure

*Knightsbridge Baptist Church is a member organisation of Baptist Churches of South Australia Inc (“BCSA”). As of March 2014, BCSA made a commitment to adhere to the Privacy Act (2000) and Amendments, and the Australian Privacy Principles that are contained in the Act. This document is based on information provided by BCSA. Further information can be obtained from the BCSA Privacy Manual<sup>1</sup> or from the BCSA Privacy Information Officer, Baptist Churches of South Australian Inc, PO Box 432, Unley SA 5061 ([info@sabaptist.asn.au](mailto:info@sabaptist.asn.au)).*

### The Legislation

An Act of Parliament 'Privacy Act 2000' was passed which sets out laws in relation to all personal information collected. This Act has been amended in 2013 with many significant changes effective in March 2014. BCSA and all member churches need to comply with the law and the 13 Australian Privacy Principles that are contained in the Act and Amendments, as listed below:

- Open and transparent management of personal information
- Anonymity and pseudonymity
- Collection of solicited personal information
- Dealing with unsolicited personal information
- Notification of the collection of personal information
- Use or disclosure of personal information
- Direct marketing
- Cross-border disclosure of personal information
- Adoption, use or disclosure of government related identifiers
- Quality of personal information
- Security of personal information
- Access to personal information
- Correction of personal information

For more information about the Act and Australian Privacy Principles you can contact BCSA or visit the Office of the Australian Information Commissioner's website ([www.oaic.gov.au](http://www.oaic.gov.au)).

### What information do we collect?

Personal information may be collected in a variety of ways including registration or enrolment forms, or in personal notes.

The information collected may include names, addresses, email addresses, telephone and fax numbers, medical details, family details (including spouses, children, guardians' and parents' details),

credit card and account numbers, and any notes taken for counselling purposes.

### What happens with your information?

Personal information is only collected if it is necessary for the mission and ministry of KBC.

Individuals will be notified of intended uses of personal information at the time of collection.

Personal information is not shared without the prior consent of the individual. Personal information will be securely stored and not disclosed to other parties without your consent.

If you become aware that KBC is holding personal information that is no longer required, incorrect, or out of date, please notify us so we can amend or destroy the information. This will be done in a secure and sensitive way.

### Your rights

If you would like to view your personal information, or if you have any questions about the personal information that KBC has about you, please contact the KBC Privacy Information Contact person via the KBC Church Office.

You may access data on yourself which is held by BCSA or KBC by notifying Baptist Churches SA or KBC in writing of your request. The request will be acknowledged within 14 working days and time will be arranged for viewing the data. Information which is out of date or incorrect, will be updated upon written request, or you will be notified of the reason why the information will not be updated.

If your concern is not addressed to your satisfaction, please forward your concern to BCSA Privacy Information Officer (contact details above). If you still feel that your concerns have not been resolved, your complaint can be sent directly to the Office of the Australian Information Commissioner (an Australian Government Department).

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<sup>1</sup> BCSA Privacy Manual: <https://sabaptist.asn.au/wp-content/uploads/2018/09/Privacy-Manual.pdf>

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## KBC Confidentiality Declaration

*This Declaration is an Appendix to the KBC Privacy Policy.*

*The wording of this Declaration is incorporated into the letter of appointment for KBC employees.*

*All KBC Office Holders (Deacons and Elders) are required to sign this declaration on appointment.*

*KBC volunteers who have access to personal information may be required to sign this declaration.*

I, ..... (name), hereby undertake to comply with the KBC and BCSA Privacy Policies in respect of personal information received by me in my role at KBC.

Signature .....

Date .....