



Committee for Tertiary Ministry

PRIVACY POLICY

Version: 2

Date: April 2003

Last updated by: Simon Lang, April 2003

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Privacy Policy of the Committee for Tertiary Ministry (CTM)

1. Summary

The Committee for Tertiary Ministry (CTM) has governance and oversight of the Ministry known as Lutheran Students and Friends (LSF).

The CTM has a Duty of Care to provide a safe and secure environment for the Tertiary Community it ministers to. This extends to ensuring that information and data gathered from persons involved with the LSF's Ministry is kept strictly confidential and only used within the guidelines of this policy.

The CTM Privacy Policy adopts the LCA Privacy Policy and seeks to provide guidelines for its implementation. A full version of the Lutheran Church of Australia Privacy Policy can be obtained through its web site at www.lca.org.au.

Furthermore, the CTM also has a legislative responsibility to comply with the requirements outlined in the Privacy Amendment Act 2000 (Commonwealth). It regulates what personal information can be kept, in addition to how organisations collect, use, secure and disclose that information.

Individuals will have the right to know **why** an organisation is collecting their personal information, **what** information it holds about them, how it will **use** the information, and who else will **get** the information.

2. Intended Audience

All persons who are directly and indirectly involved with the Ministry of LSF.

The guidelines and statements contained in this policy are for public consumption.

3. Compliance

The CTM has ultimate responsibility for compliance with this policy so far as it extends to any Ministry under its control or oversight.

The Privacy Officer will be the LCAVD Administrator and the LCA Privacy Officer is the LCA Secretary. The Privacy Officer is the first point of contact in the District or LCA when privacy issues arise. The Privacy Officer is responsible for ensuring the Church's privacy policy and procedures are fully implemented and working effectively.

4. Privacy Policy

Where requests for information and data are made from persons involved with the LSF's Ministry, the Privacy Statement in section 4 must appear in full, and at a font not less than 8pt, as part of the consent/application process.

In obtaining and storing information and data which is gathered from persons involved with the LSF's Ministry, all reasonable care must be taken by the CTM to ensure that it is kept strictly confidential, used only within the guidelines of this policy, and used only in line with the consent provided by the person providing the information.

The CTM's Privacy Policy, in full, will be available via the LSF Internet Site (www.lsf.org.au/vic) and upon request.

***All publications of the LSF will promote this policy through carrying the statement:
"For LSF's Privacy Policy go to www.lsf.org.au/vic"***

Any individual of the Church who believes their personal information has been inappropriately handled by the Church may lodge a complaint with the Privacy Officer in writing, clearly identifying the circumstances surrounding the alleged inappropriate handling and remedy sought.

There is no prescribed form for this purpose.

Individuals are entitled to access and examine personal information relating to them that is held by the CTM/LSF via written request to the CTM Chairperson.

Requests to access personal information must be addressed in the initial instance to the CTM Chairperson.

Personal information held by the CTM is stored in computers that require password access.

5. LSF Privacy Policy Statement

- 1) The LSF collects personal information about you for administrative purposes. Some of this information is to satisfy our legal obligations and to properly discharge our duty of care.
- 2) Information of a sensitive nature is stored in computers that require password access.
- 3) We may, from time to time, use the information we have collected to contact you about future events, activities, or other promotions of the LSF.
- 4) You may contact the LSF to view, update or change your information at any time.
- 5) If you do not wish to receive mailings as outlined in point 3 above tick the following box
- 6) If you do not wish to have photos in which you are pictured at LSF events published in reports or promotions of the LSF tick the following box
- 7) We will not disclose your personal information to 3rd parties for their own marketing purposes without your consent.
- 8) To read a full version of the Lutheran Church of Australia's Privacy Policy go to www.lca.org.au

Example of LSF Privacy Policy at 8pt, Arial:

<p>LSF PRIVACY POLICY STATEMENT: 1) The LSF collects personal information about you for administrative purposes. Some of this information is to satisfy our legal obligations and to properly discharge our duty of care. 2) Information of a sensitive nature is stored in computers that require password access. 3) We may, from time to time, use the information we have collected to contact you about future events, activities, or other promotions of the LSF. 4) You may contact the LSF to view, update or change your information at any time. 5) If you do not wish to receive mailings as outlined in point 3 above tick the following box <input type="checkbox"/> 6) If you do not wish to have photos in which you are pictured at LSF events published in reports or promotions of the LSF tick the following box <input type="checkbox"/> 7) We will not disclose your personal information to 3rd parties for their own marketing purposes without your consent. 8) To read a full version of the Lutheran Church of Australia's Privacy Policy go to www.lca.org.au</p>
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6. Related Documents

- **LCA Privacy Policy**

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