

## **NOTICE TO CHURCH MEMBERS**

The Seventh-day Adventist Church in the South Pacific (SPD) is in the process of implementing a new church management system, known as Adventist Church Management System (ACMS). ACMS will replace the previous membership database program for local churches and conferences to better manage information of church members.

ACMS will result in increased efficiency and enhanced processes. All member data stored by the new system will be stored in a data centre in Germany and subject to the stringent EU and Australia privacy legislation.

Every user of ACMS, will agree to be bound by the provisions of the *Privacy Act 1988* (Cth) (Act) and be informed of the *National Privacy Principles* (NPP) established under the Act. As with all Australian organisations, the SPD is required by law to advise those who provide *personal & sensitive information* of –

- a) who is collecting the information
- b) where the information will be held
- c) the purposes for which the information will be used
- d) the contact details of where the information is held
- e) the organisations to which the information is usually disclosed
- f) any consequences for the individual if all or part of the information requested is not provided.

The SPD assures church members that the information they supply will only ever be used for the purpose of local church operation, and at the higher level, membership establishment and transfer. De-identified information (that is, information which cannot identify persons) will be used for reporting purposes to higher levels of the church organisation. Our ACMS privacy policy is available to access at any time. Please ask your local Church Clerk or Pastor should you want a copy.

NPP 10 provides that sensitive information may only be collected and/or disclosed about an individual where *consent* has been given, and where it is only being used for the primary purpose stated, unless required otherwise by law.

In view of these requirements as part of the membership online processes, all membership applications and transfer applications will now be in writing and include an appropriate *Privacy Act* notice on the relevant form.

ACMS is an opportunity for the church to not only better manage the current information collected, but to enable better planning and decision making for the future while ensuring the privacy and correct use of church members personal information.