

ACMS Privacy Policy

We, Seventh-day Adventist Church (SPD) Limited ABN: 590 931 17689, believe that privacy is important. We are committed to respecting and ensuring your privacy rights as members of local Seventh-day Adventist Churches (**Churches**). As such, we are subject to the National Privacy Principles under the Privacy Act 1988 (Cth) (as amended by the Privacy Amendment (Private Sector) Act 2000 (Cth))

This policy describes how we will deal with personal information that we hold in the church membership database, Adventist Church Management System (**ACMS**).

What is Personal Information?

When we talk about **personal information**, we mean information or an opinion about an individual where you can tell or reasonably work out who the information or opinion is about.

We will only collect personal information that is relevant to our organisation. This may include general information such as name, phone number, e-mail address, other contact details, and your computer's IP address.

How we will use your Personal Information?

We use the personal information stored in ACMS (**Stored Information**) to operate the database or as otherwise allowed by law.

Personal information is generally collected for the following purposes:

- To contact you regarding Church activities and for Church operations
- To manage church membership including membership transfer
- To conduct research and analysis

Local churches will be the main user of your personal information. The information you 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.

If we want to use the Stored Information for any other purpose that is not related to Church activities, we will first seek your consent unless we are not required to by law.

Disclosure of personal information

We only disclose the Stored Information to:

1. the person who entered the information;
2. other representatives of the Church that the person who entered the information represents;
3. representatives of another Church where the person the information relates to becomes a member or wishes to become a member;
4. database administrators at a local Conference, to enable them to assist a local Church administer ACMS;

5. other organisations that provide services to us, such as telecommunications companies, church or conference event organisers, IT contractors (such as website developers and hosts), lawyers and other professional service providers;
6. law enforcement and other government agencies where permitted or required by law; and in accordance with any legal requirements.

Access to personal information

We will, on request, provide you with access to the information we hold about you. Please contact your local church membership clerk to give you access unless they are permitted or required by law to refuse it.

If you believe personal information held about you is inaccurate or incomplete, please advise your local church membership clerk. They will generally take reasonable steps to correct your personal information where inaccuracies are identified.

If for any reason they refuse to give access to your personal information or amend it, they will explain why and, in the case of an amendment, make a note that you have disputed the accuracy or completeness of particular information.

Security and integrity

We will take all reasonable steps to keep your personal information secure, accurate, complete and up to date. However, we cannot guarantee the security of information you may *transmit* to us. You must take reasonable steps to keep any personal information stored by your Church accurate, complete and up to date.

If we no longer require your personal information, we will take reasonable steps to destroy or de-identify it and you must do likewise with any personal information stored by your Church. We do not take responsibility for the security of information that is outside our control such as when it is in transit by post, courier, and facsimile, or over the Internet.

Changes to this policy

To keep up with regulatory, technical and organisational change, we may amend this policy from time to time by publishing the updated policy on a webpage linked from ACMS.

Contacting us

If you wish to gain access to your personal information, have a complaint about a breach of your privacy, or you have any query on how your personal information is collected or used, please forward your request or complaint to your local church clerk. If your local church clerk is unable to help you, you should contact your local church conference clerk.