



Corner of Mitcham & Canterbury Rds, Vermont, VIC 3133  
Web Site: [www.stlukesvermont.org.au](http://www.stlukesvermont.org.au)  
Postal address: PO Box 26, Vermont VIC 3133  
Email address: [office@stlukesvermont.org.au](mailto:office@stlukesvermont.org.au)  
Phone: 03 9873 1375

## **Privacy Policy – St Luke’s Anglican Church, Vermont**

This policy governs the collection, use, storage and disclosure of personal information at St Luke’s Anglican Church, Vermont (St Luke’s). St Luke’s abides by the Privacy Act of Victoria 2001 and the 13 Australian Privacy Principles of Commonwealth Privacy law, summarised at:

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

### **How we collect personal information**

We collect personal information by visitors, members, staff, donors or contacts of the church who provide the information by phone, in writing or electronically. Typically, the type of personal information we collect about the individual includes name, age, date of birth, occupation, mailing address, phone numbers, email address and other information that is relevant to the services we provide.

### **Why does St Luke’s collect personal information?**

St Luke’s collects personal information for the following purposes:

- to provide personal ministry services to its parishioners, and to other persons seeking assistance;
- to prepare the Church Directory (of church members);
- to help us manage and enhance our services;
- to fulfil our obligations in areas including children’s safety, volunteer behaviour and employment matters.

### **Use and disclosure of personal information**

St Luke’s will only use personal information for the purposes it was collected, or for a purpose authorised by the Privacy Act. We do not disclose personal information we collect to others for the purpose of allowing them to direct market their products and services. We do not use or disclose sensitive information for direct marketing purposes. We will seek permission from an individual before disclosing their personal information. A third party engaged by St Luke’s to assist us carrying out our activities as a church will be bound by this privacy policy.

We undertake to delete all personal information about an individual when it is no longer needed or relevant.



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## **Social Media**

St Luke's maintains a presence on some social media websites. Users of those websites are able to upload content, including personal information, to the portions of those websites associated with St Luke's. St Luke's will not request or require any person to upload personal information to social media websites. St Luke's will not record or collect any personal information uploaded to social media websites. Users of social media websites are advised to familiarise themselves with the privacy policies of those websites before uploading any personal information to those websites.

## **Protecting personal information**

St Luke's takes all reasonable steps (as required by Privacy Law) to protect the security of personal information. We do this by storing personal information in locked filing cabinets, or in password protected computer systems.

## **Accessing or correcting your personal information**

You may request access to your personal information by contacting the church office through email or phone. You may request corrections to your personal information by email, phone or postal mail addressed to St Luke's.

You may lodge a complaint if you think your information has been mishandled with the office and we will endeavour to rectify any fault. If a complaint cannot be resolved, we will seek the assistance of the Anglican Diocese of Melbourne, 209 Flinders Lane, Melbourne VIC 3000, phone 03 96534220.

## **Enquiries**

Any enquiries relating to this privacy policy or regarding personal information held by St Luke's may be directed to the Minister of St Luke's through the office (phone 03 98731375 or email [office@stlukesvermont.org.au](mailto:office@stlukesvermont.org.au)).

**Date: 12-04-2022**