

Privacy Policy

1. Your privacy is important

Kellyville Anglican respects your right to privacy and is committed to dealing with your personal information carefully and responsibly. This Privacy Policy sets out how we will handle your personal information and the choices you can make about the way your personal information is collected and used by us. We have been guided by the Australian Privacy Principles in our approach to privacy.

In this policy, the terms “Kellyville Anglican” and “we” or “us” refer to Kellyville Anglican. “Elvanto” refers to Elvanto Church Management Software, the digital database used by us.

2. What is personal and sensitive information?

‘Personal information’ is information or opinion about an identified individual or an individual who is reasonably identifiable (refer to section 5 for examples of personal information). Some personal information may be sensitive information.

‘Sensitive information’ includes information about an individual’s racial or ethnic origin, political opinions, religious beliefs or affiliations, criminal record, or health information.

3. How does Kellyville Anglican collect personal information?

We will only collect personal information where necessary for the provision of our services, and by fair and lawful means, such as in the following situations:

You provide us with your private information at a Kellyville Anglican event/church service. Your attendance is noted at Kellyville Anglican church services and/or growth groups. You contribute financially to support the ministry of Kellyville Anglican (NB: some financial details are stored in Elvanto if you give via PushPay).

As a parent or guardian, you provide personal information relating to a child (under 18 years) who attends one of our events/church services.

In general, we collect personal information directly from you, but may require you to provide personal information regarding your children, such as for medical or safety reasons. We may also collect personal information about you via third parties, e.g. from the online payment platforms we use such as Square (squareup.com/au/en/legal/general/privacy-no-account).

We will only collect sensitive information about you and/or your children with your consent and where such information is reasonably necessary or directly related to one or more of our functions or activities.

Privacy Policy

4. Protecting your personal information

Your personal information is stored on Elvanto and protected through encryption, firewalls, secure buildings and computer security systems. We will take all reasonable steps to ensure the personal information we hold about you is relevant, not excessive, accurate, complete and up to date.

Elvanto secures your data using secure servers which are protected from unauthorised access, modification or disclosure; for further details refer to the Elvanto privacy policy: get.tithe.ly/legal/privacy-policy.

Banking/credit card details related to giving are stored in password protected files.

5. What types of personal and sensitive information does Kellyville Anglican collect and hold?

Generally, we collect and hold the following types of personal information:

- Name (first name, last name, family members and dates of birth)
- Children's names and dates of birth
- Address (home, postal, other)
- Phone numbers (home, mobile)
- Email address
- Attendance at a Kellyville Anglican service
- Attendance at a Kellyville Anglican small group or other groups/events attended
- Banking/credit card details relating to giving
- Health/allergy information
- Comments and prayer points via Online Connect Cards
- Financial pledges to support the ministries of Kellyville Anglican (should the need arise)
- Ministry service at Kellyville Anglican

If you would like to request that your attendance at church and/or growth group not be recorded, please email us at office@ka.church as processes have been developed to facilitate this.

Children are given their own entry in Elvanto.

To comply with the Child Protection (Working with Children) Act 2012 (NSW), we also collect and hold the following personal information on individuals who work with children in our parish:

- Full name
- Date of birth
- Working with Children Check clearance number
- Expiry date of clearance
- Date of last Safe Ministry training

Privacy Policy

6. Who has access to personal information?

The ministry and administrative staff and those authorised by the Senior Pastor have access to the information collected and retained for ministry and related activities of Kellyville Anglican.

Access to banking/credit card details related to giving is limited to those provided access to process and approve payments in the accounting and banking systems (for details of the Xero privacy policies refer to www.xero.com/au/legal/privacy/)

7. How your personal information is used and disclosed by Kellyville Anglican

The Kellyville Anglican staff team uses information only for the purposes we disclosed at the time of collection, for any other purpose that would be within your reasonable expectations, or otherwise as set out in this Privacy Policy. We will not use your information for any other purpose without first seeking your consent, unless authorised or required by law.

Generally, we will only use and disclose your personal information as follows:

- to maintain a record of your involvement and attendance
- to facilitate your participation in the activities of Kellyville Anglican
- to care for you pastorally
- to register you for events or conferences
- to answer your questions
- for statistical purposes and reporting
- to keep you informed of church news and new developments that may be of interest to you via a regular electronic newsletter (if we contact this way, you will have the opportunity to decline any further such communications)
- to care for your health needs and provide for your safety

8. How do you view or correct personal information about you or your children?

We will generally provide you with access to your personal information. To request access to the personal information that we hold about you we encourage you to please contact us.

We also take reasonable steps to correct personal information that is inaccurate, incomplete or out of date. If you have a login to Elvanto, you may make any changes to your personal information at any time. You may also email us at office@ka.church

Privacy Policy

9. How long will your personal information be kept?

When Kellyville Anglican no longer needs your personal information for the ministry purpose for which it was collected, we will digitally archive it, unless there is a legal reason why Kellyville Anglican needs to continue to hold that personal information. Kellyville Anglican has processes in place to regularly review and purge and/or de-identify personal information. The typical retention times (based on ministry needs) for various types of information, are as follows:

Type of Personal Information	Draft Retention Periods
Personal details (eg. contact details, DOB, profile notes)	2 years after leaving KA
Health information (eg. allergies and WHS related)	2 years after leaving KA
Connect Card comments & prayer points	6 months
Attendance at church, growth groups and events	3 years
Registration information for events / camps etc including feedback forms	2 years
*Finance information (eg. pledging, tax deductible giving details)	2 years
Ministry service at Kellyville Anglican	2 years after leaving KA
Safe Ministry information (eg. names, DOB, WWWC, attendance at children's groups/events etc)	Forever

NB: *Credit Card details are not stored

Privacy Policy

10. How to request the deletion of your personal information or receiving communication

You have the right to opt out of promotional mailings/emails or to have your personal information deleted. If you do not wish to receive further communication from us or would like us to delete your personal information, please email us at office@ka.church. We will comply with your request unless we need to retain your personal information for the purposes it was provided, or to comply with the law.

11. Let us know if you have any questions or complaints

We are committed to dealing quickly and appropriately with any complaint made under the Privacy Policy. If you are concerned about any possible non-compliance with this policy or that your privacy may have been compromised, please contact us in writing immediately, setting out your concerns. Please include a daytime telephone number where we can contact you. We will aim to get back to you within five working days.

Write to: The Senior Pastor
Kellyville Anglican
45 President Ave, Kellyville, 2155.