

# ESA's Policy & Procedures (APPENDIX 6)

## PRIVACY

*(Handout for General Public)*

### Protecting Your Privacy:

ESA Country Ministries believes that your privacy is an important right that you have as an individual. Protecting the confidentiality of your personal information is important to us.

We are required by law to protect your information and to communicate our Privacy Policy to you. Please keep this for future reference.

ESA Country Ministries is a not for profit organization which seeks to Equip, Serve and Assist country communities so that people will come to Christ and grow to be effective in the life of the church. We do this through camping, training, disciple making and evangelism.

### Your Personal Information:

The personal information we collect and maintain comprises your name, address, contact details and other information relevant to your involvement with us, either as a staff member, supporter, volunteer helper or someone hiring the site.

In some cases, we also collect sensitive information. This comprises information about your health, medication and qualifications. We also request from our staff, directors, leaders and other voluntary workers permission to obtain a National Police Record Check.

The information which we do collect allows us to plan programs, manage risk, provide reasonable care and administer your valued contribution to (and patronage of) ESA Country Ministries.

Your personal information is also collected to enable our ministry to grow and develop and to promote our work. If you do not wish us to contact you regarding other services and with information on future camps and opportunities, please call us on 03) 5963 3303.

### Security:

We are committed to protecting your privacy and will take reasonable steps to ensure that the information we collect is protected from loss, misuse, unauthorized access, modification or disclosure.



We are required to hold some records for extended periods, but we will not keep information longer than we need to.

**Access and Accuracy:**

We do everything we can to make sure that the information we hold about you is complete, accurate, and up-to-date.

You can access your personal information upon request. However, under exemptions contained in the Act, there are some occasions when this access may be denied.

**Disclosure of your Personal Information to Third Parties:**

ESA Country Ministries relies on third party suppliers (volunteers, directors, leaders etc.) to carry out specialized services. These third parties act on behalf of ESA. Whilst your personal information may be provided to these third parties to enable them to perform their agreed activities, they are prohibited from using this information for any other purpose. We also ensure that they are aware of our obligations under the Privacy Act, and that they agree to be bound by these obligations.

**If you choose not to provide us with information?**

We only request information that is necessary for ESA Country Ministries to achieve purposes outlined in this statement. In some circumstances if you don't provide us with all requested information, you may miss the opportunity to be involved in some of the activities of ESA Country Ministries.

**Contact Us if you:**

Have any questions about ESA Country Ministries' approach to privacy; or  
have a complaint about your privacy information; or  
would like to revise your personal information; or  
feel that the information we currently have on record is incorrect or incomplete; or  
believe that the privacy of your personal information has been interfered with.

Please address your concerns to:

The Privacy Officer  
ESA Country Ministries  
Box 34 (959 Buxton Road)  
MARYSVILLE VIC 3779

Or phone: 03) 5963 3303

